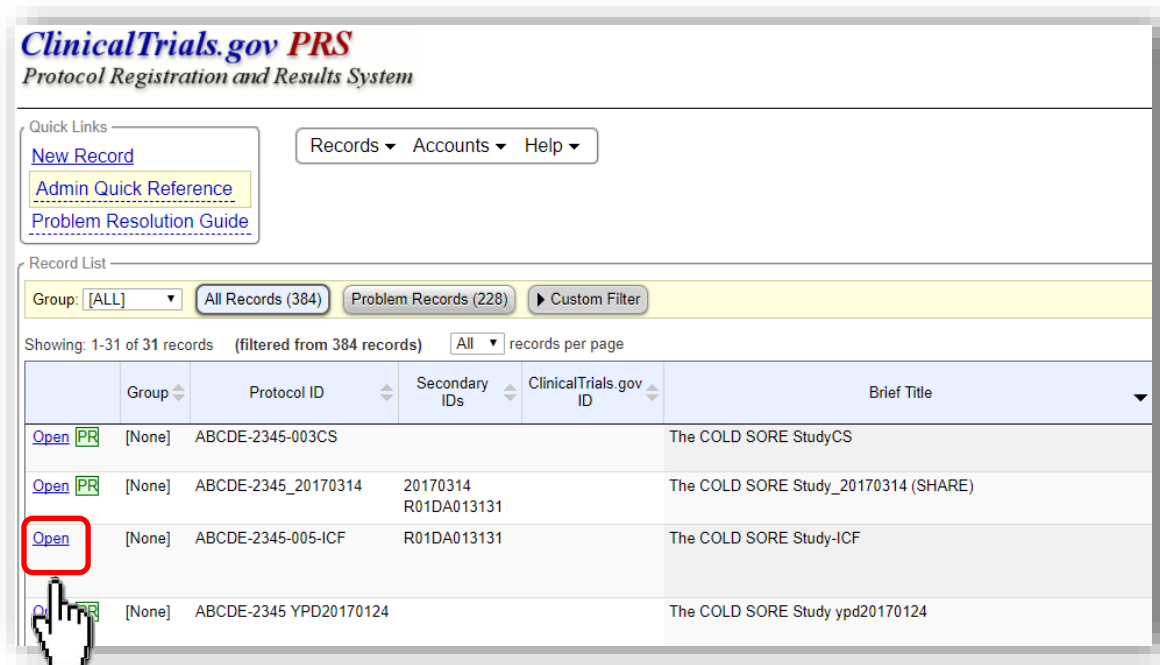


# Updating a ClinicalTrials.gov Record

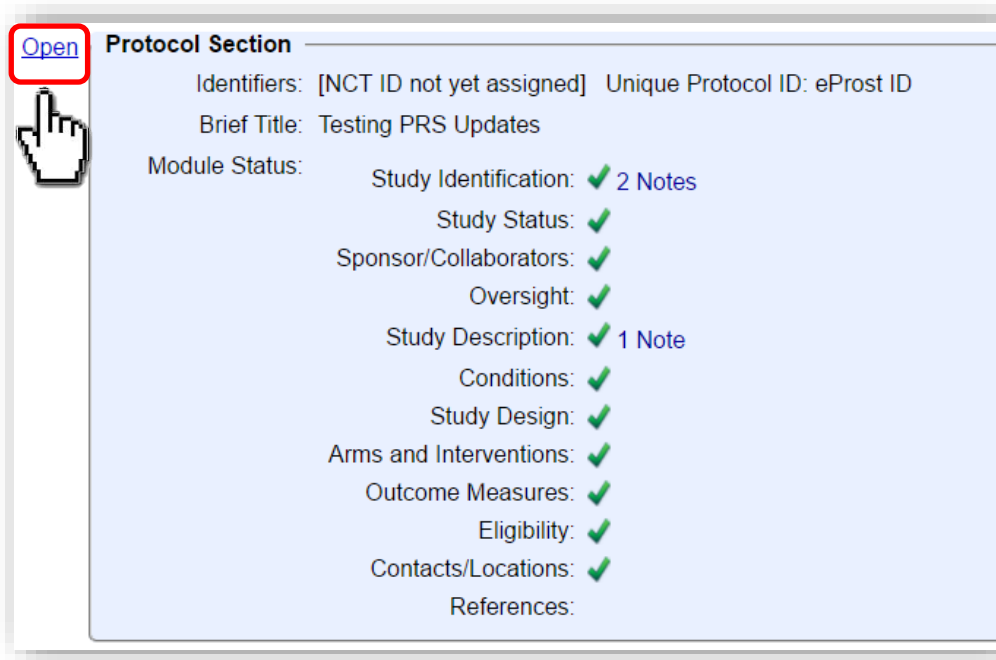
Version 20180208

Steps to follow to update your study record

1. Open an Internet Browser (Internet Explorer, Google Chrome, etc.) and type <https://register.clinicaltrials.gov> into the address bar.
2. Click the “Open,” next to the study that needs to be updated.



3. Click “Open,” next to the Protocol Section.



### 4. Click “Edit,” next to study status.

[Record Summary](#) [Preview](#) [Edit All](#) [Help](#) [Definitions](#)

[Edit](#)

**Study Identification**

Unique Protocol ID: eProst ID

Brief Title: Testing PRS Updates

NOTE: A title this short is probably not sufficiently descriptive.

Official Title: Testing PRS Updates

NOTE: A title this short is probably not sufficiently descriptive.

Secondary IDs:

**Study Status**

Record Verification: May 2017

Overall Status: Active, not recruiting

Study Start: January 30, 2017 [Actual]

Primary Completion: June 30, 2019 [Anticipated]

Study Completion: June 30, 2020 [Anticipated]

### 5. Update and/or verify the relevant study status information.

Then click



[Help](#) [Definitions](#)

\* Record Verification Date: Month:  Year:

\* Overall Recruitment Status:

Tip: Day is not required for Anticipated dates.

\* § Study Start Date: Month:  Day:  Year:  Type:

\* Primary Completion Date: Month:  Day:  Year:  Type:

\* § Study Completion Date: Month:  Day:  Year:  Type:

\* Required

\* § Required if Study Start Date is on or after January 18, 2017

[\*] Conditionally required (see Definitions)

Update the record by entering the **current** month and **current** year that you are editing the record.

Review and edit if the status recorded is no longer correct.

See Recruitment Status Flow Resource for guidance.

If these dates are in the past and the Type is indicated as anticipated, do one of the following:

- Update the date, or
- Change Type to "Actual"

## 6. After updating the record, click “Entry Complete.”



The screenshot shows the 'Record Summary' page. At the top right, it says 'Record Summary'. Below that, there are links for 'Home' and 'Help'. The 'Record Status' section shows a progress bar with steps: *In Progress* (highlighted in blue), Entry Completed, Approved, Released, PRS Review, and Public. Below the progress bar, the 'Next Step' is 'Confirm data entry complete', and a button labeled 'Entry Complete' is highlighted with a red box. A hand cursor is pointing at the 'Entry Complete' button. To the right of the 'Next Step' section, there are details for Record Owner (h.osorio), Last Update (05/31/2017 15:56 by h.o.), and Initial Release ([Not yet released]). Further right, there are details for Access List (Edit), Upload (Allowed Edit), PRS Review ([Not yet released]), Public Site ([Not yet registered]), and FDAAA (ACT).

## 7. After completing record, the record will need to be ‘Approved’ by the Responsible Party.



The screenshot shows the 'Record Summary' page. At the top right, it says 'Record Summary'. Below that, there are links for 'Home' and 'Help'. The 'Record Status' section shows a progress bar with steps: In Progress, *Entry Completed* (highlighted in blue), Approved, Released, PRS Review, and Public. Below the progress bar, there is a link for 'Reset to In-Progress...'. The 'Next Step' is 'Review record', and a button labeled 'Approve' is highlighted with a red box. A hand cursor is pointing at the 'Approve' button. To the right of the 'Next Step' section, there are details for Record Owner (h.osorio), Last Update (05/31/2017 15:56 by h.osorio), and Initial Release ([Not yet released]). Further right, there are details for Access List (Edit), Upload (Allowed Edit), PRS Review ([Not yet released]), Public Site ([Not yet registered]), and FDAAA (ACT).

**8. After the record has been approved, the Responsible Party will need to “Release” the record.**

**Record Status**

In Progress → Entry Completed → **Approved** → Released → PRS Review → Public

[Reset to In-Progress...](#)

**Next Step:** Release record **Release...** ⓘ

Record Owner:	h.osorio	Access List:	<input type="checkbox"/> <a href="#">Edit</a>
Last Update:	05/31/2016 by h.osorio	Upload:	Allowed <a href="#">Edit</a>
Initial Release:	[Not yet released]	PRS Review:	[Not yet released]
		Public Site:	[Not yet registered]
		FDAAA:	ACT ⓘ

**9. The Record Protocol Record Verification is required by the Responsible Party.**

- a. If the Verification Date (Step 5) was not previously updated, the Verification date and Responsible Party check boxes will appear.**

**Release Protocol Record**

Unique Protocol ID:	eProst ID
Brief Title:	Testing PRS Updates
Overall Status:	Active, not recruiting
Primary Completion Date:	June 30, 2019 [Anticipated]
Verification Date:	July 2016

This record is up-to-date and has been reviewed for accuracy and completeness. Verification date will be updated automatically.

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I, Heather Osorio, Principal Investigator and Responsible Party for this trial.

**Release (submit) Protocol Record to ClinicalTrials.gov PRS for review?**

**Release** **Cancel**

**b. If the Verification Date was previously updated, only the Responsible party check box will appear.**

**Release Protocol Record**

Unique Protocol ID:	eProst ID
Brief Title:	Testing PRS Updates
Overall Status:	Active, not recruiting
Primary Completion Date:	June 30, 2019 [Anticipated]
Verification Date:	May 2017

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I am Heather Osorio, Principal Investigator and Responsible Party for this trial.

**Release (submit) Protocol Record to ClinicalTrials.gov PRS for review?**

