Steps to follow to update your study record

1. Open an Internet Browser (Internet Explorer, Google Chrome, etc.) and type [https://register.clinicaltrials.gov](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.

5. Update and/or verify the relevant study status information. Then click **Save**

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,
- Change Type to “Actual”
6. After updating the record, click “Entry Complete.”

7. After completing record, the record will need to be ‘Approved’ by the Responsible Party.
8. After the record has been approved, the Responsible Party will need to “Release” the record.

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