How-To Update the Participant Status in Velos

Steps to follow

1. Open an Internet Browser (*Internet Explorer is the preferred browser*) and type [https://velos.med.miami.edu](https://velos.med.miami.edu) into the address bar.

2. Enter your Cane ID and Password

   *If you experience any technical difficulties logging into Velos, please contact Research IT (305-243-2314; Resinfo@med.miami.edu).*

3. Search for your study by entering the eProst study ID number into the field and clicking Search.

4. Select the Patient Enrollment Icon

5. Find the Participant & Select the Pencil icon in the “Current Status” column
6. Select “Add New Status”

7. Select the Desired Status from the “Status” Dropdown menu & Enter the Status Date

The Good Clinical Trial Disclosure Practice Document ([LINK](#)) suggests using the following participant status:
- ICF Signed
- Enrolled
- Active/On Treatment
- Off Treatment
- Off Study

8. Enter your e-Signature and Submit