

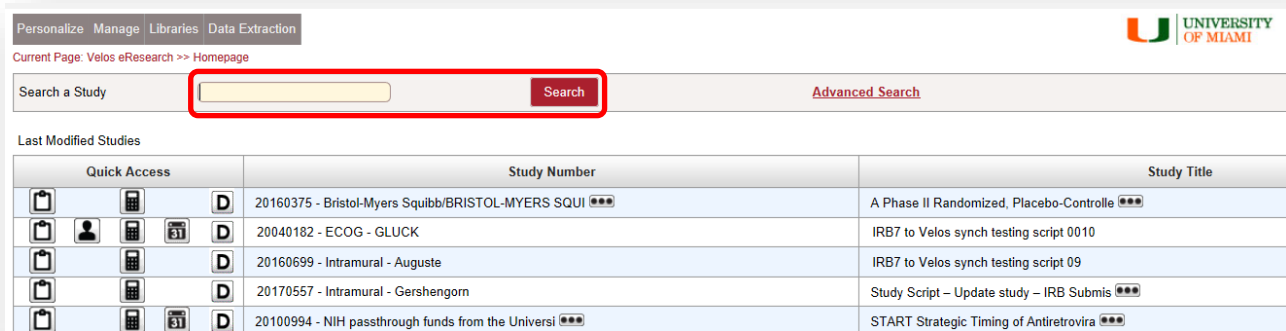
## Steps to follow

1. Open an Internet Browser (*Internet Explorer is the preferred browser*) and type <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](mailto:Resinfo@med.miami.edu)).

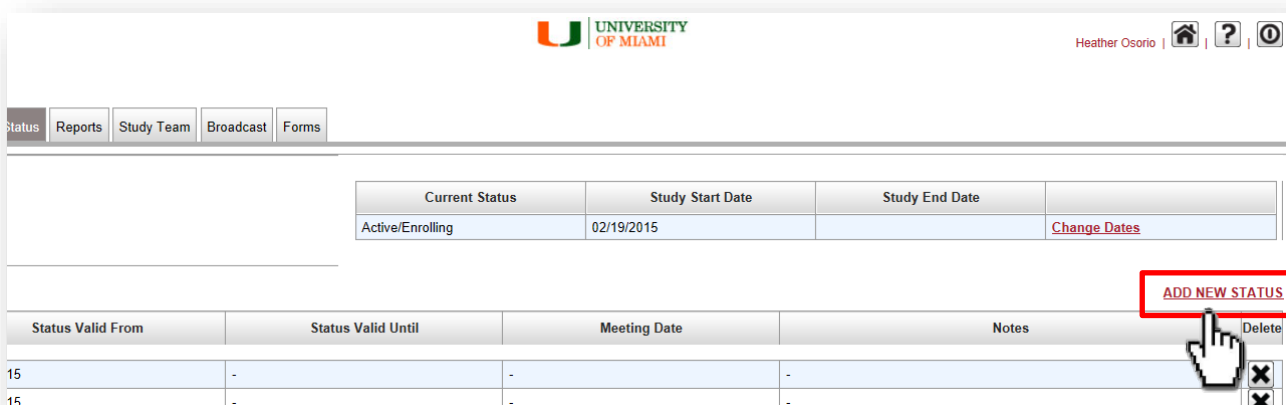
3. Search for your study by entering the eProst study ID number into the field and clicking Search.



4. Click the status link under the “Study Status” column



5. Select “Add New Status”



## 6. 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 study statuses:

- IRB Approved (system generated)
- Active/Enrolling
- Active/Closed to Enrollment
- Study Completed (system generated)\*\*

\*\* Although the Study Completed status is system generated, Research IT suggests manually updating this status to not delay the notification.

\*Be sure the box checked or the prior status will remain.

## 7. Enter your e-Signature and Submit.