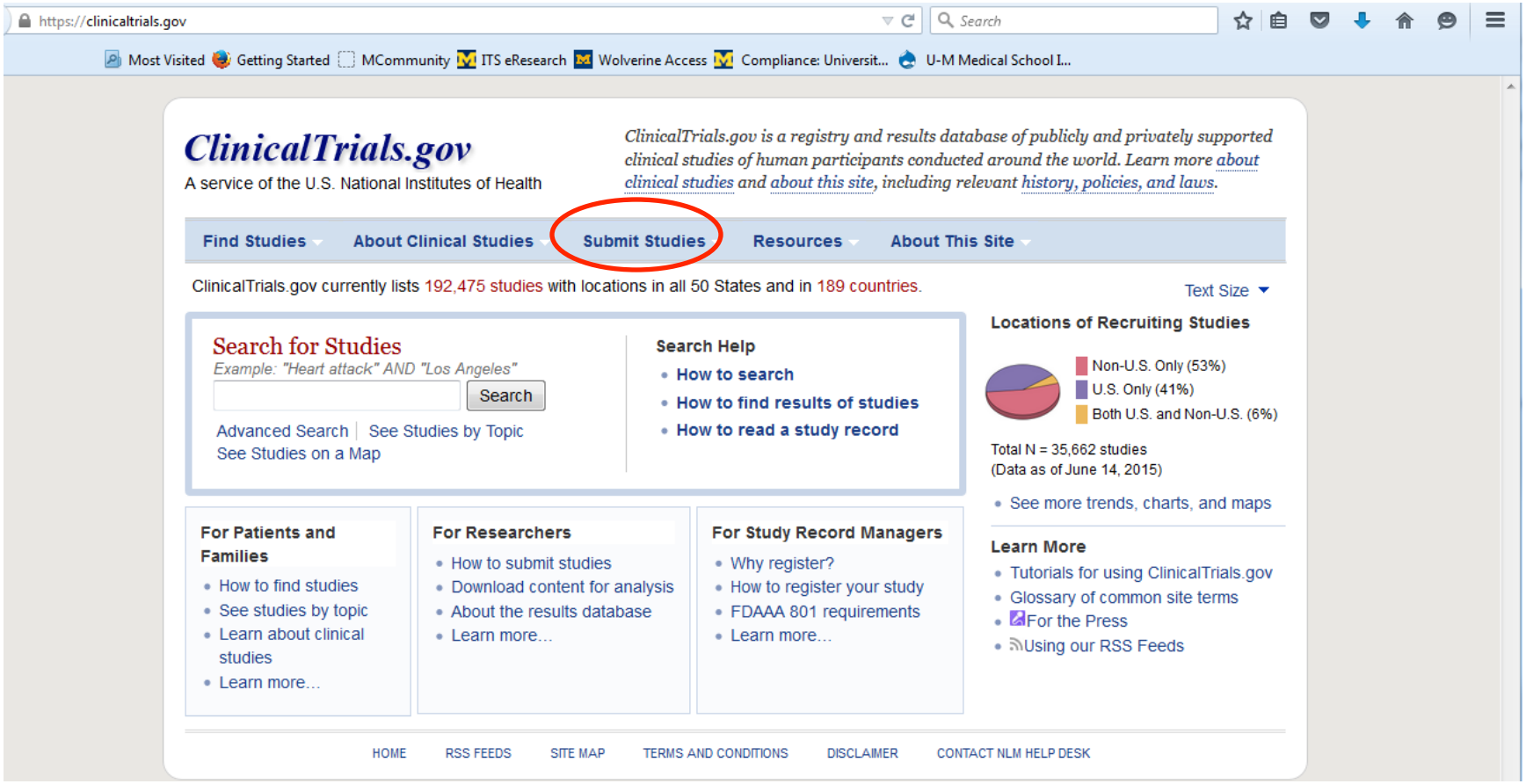
Sharing Access to A Study Team Member in ClinicalTrials.gov

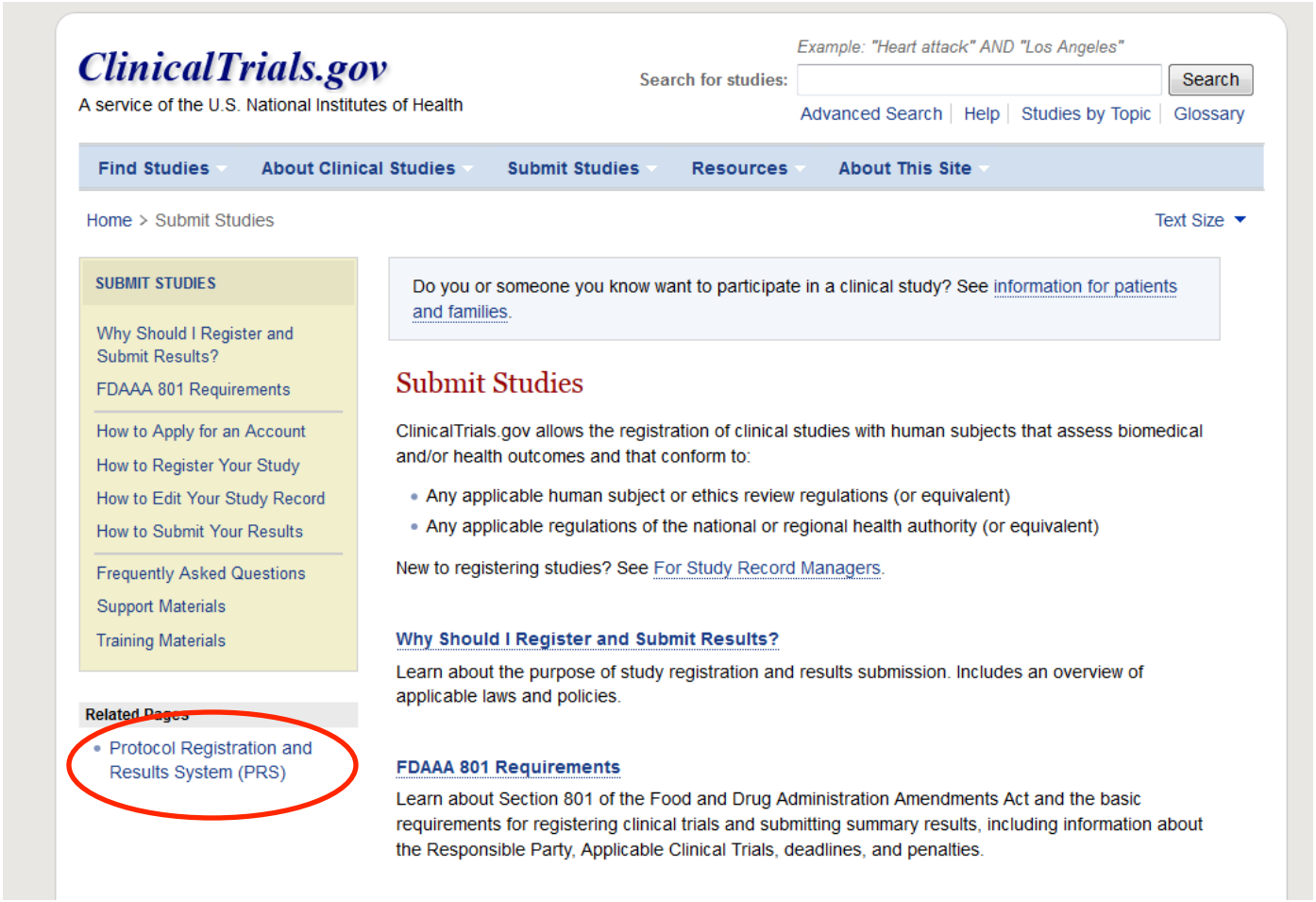
Before you start

- Both the record creater (owner) and the study team member need ClinicalTrials.gov accounts. IF the study team member does not have an account, s/he should create one following the tip sheet linked here (Level 2 password required, or email UMMS-RegAffairs@med.umich.edu

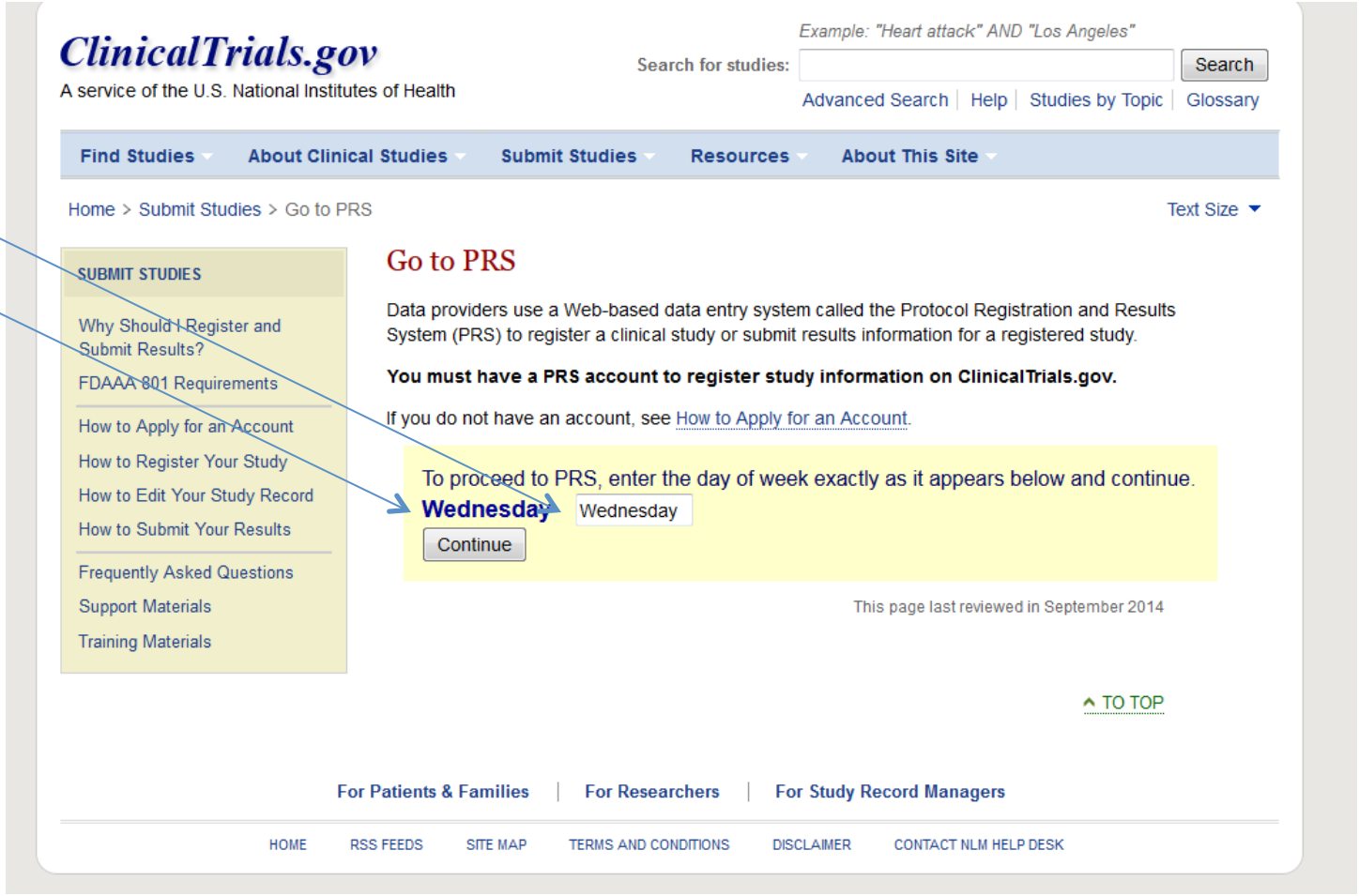
Enter ClinicalTrials.gov through Submit Studies (clinicaltrials.gov)



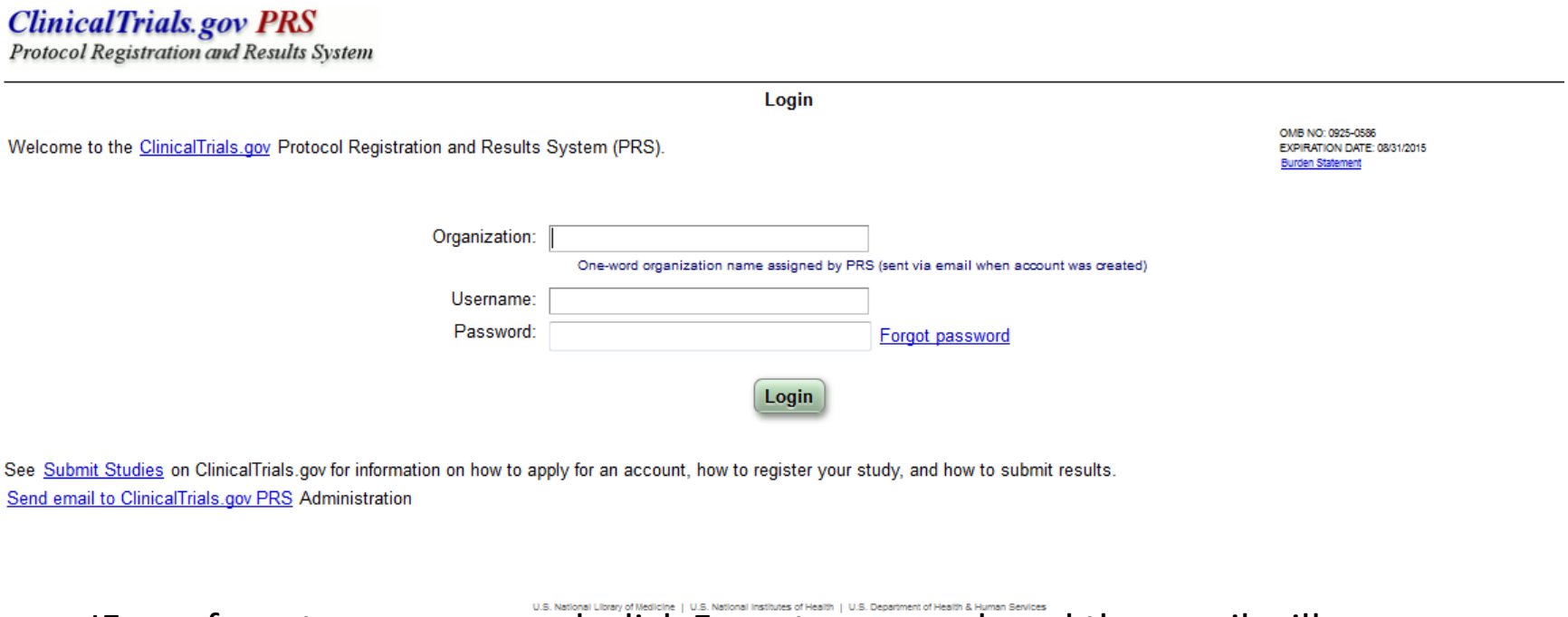
Choose PRS System



Show them you're human by typing in the day name; hit continue



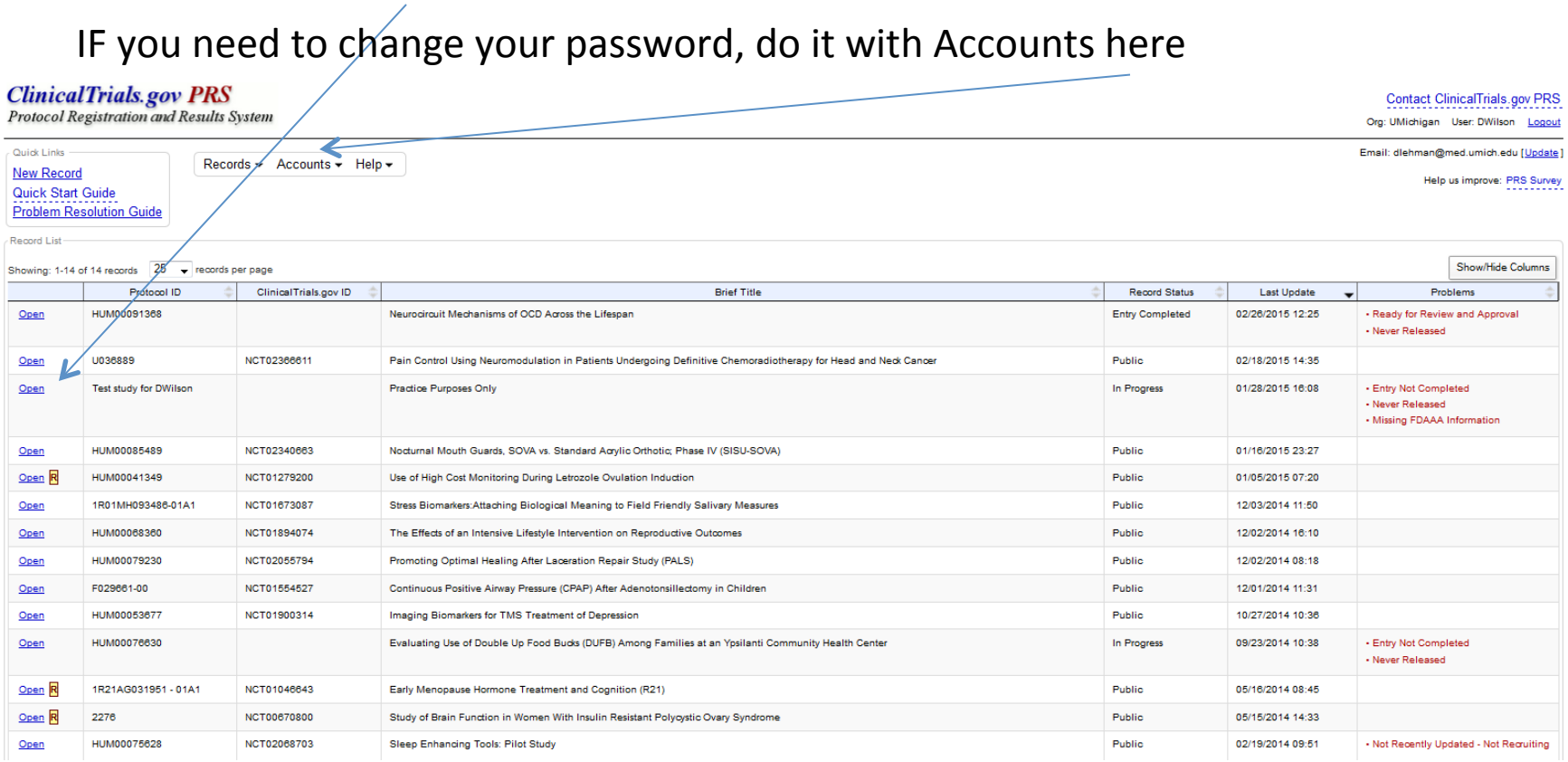
Login; Organization is UMichigan (or UMichiganCC)



IF you forgot your password, click Forgot password, and the email will come to you with a temporary one almost instantaneously. Don't forget then to change your password later to something you'll remember. One easy option is 5 -6 characters from a password you use a lot followed by "4CT.gov"

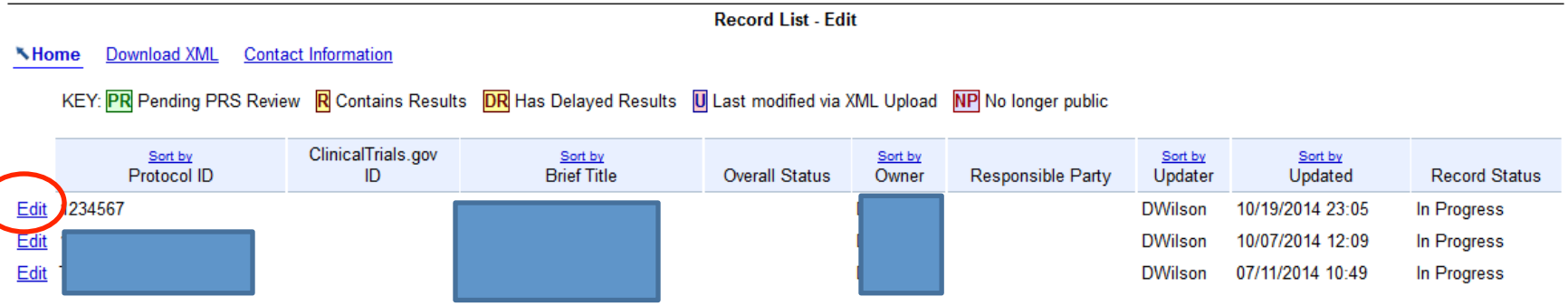
Choose your study and open it

IF you need to change your password, do it with Accounts here

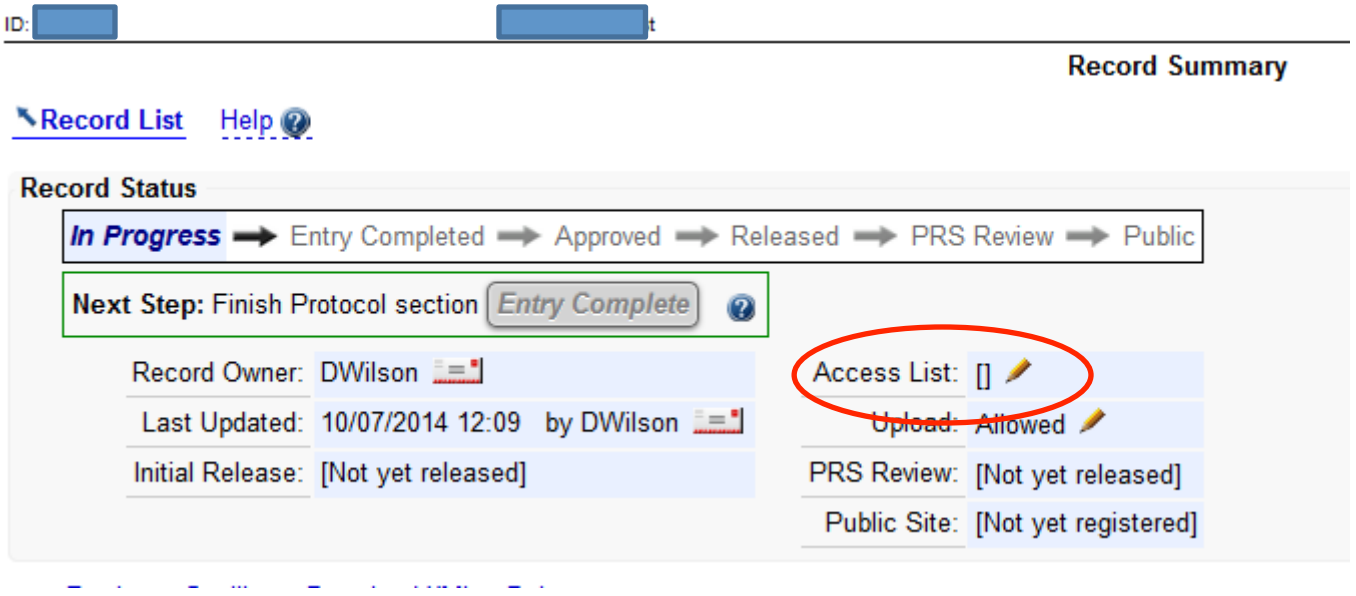


	Protocol ID	ClinicalTrials.gov ID	Brief Title	Record Status	Last Update	Problems
Open	HUM00091368		Neurocircuit Mechanisms of OCD Across the Lifespan	Entry Completed	02/26/2015 12:25	• Ready for Review and Approval • Never Released
Open	U036889	NCT02366611	Pain Control Using Neuromodulation in Patients Undergoing Definitive Chemoradiotherapy for Head and Neck Cancer	Public	02/18/2015 14:35	
Open	Test study for DWilson		Practice Purposes Only	In Progress	01/28/2015 16:08	• Entry Not Completed • Never Released • Missing FDAAA Information
Open	HUM00085489	NCT02340663	Nocturnal Mouth Guards, SOVA vs. Standard Acrylic Orthotic; Phase IV (SISU-SOVA)	Public	01/16/2015 23:27	
Open R	HUM00041349	NCT01279200	Use of High Cost Monitoring During Letrozole Ovulation Induction	Public	01/05/2015 07:20	
Open	1R01MH093486-01A1	NCT01673087	Stress Biomarkers:Attaching Biological Meaning to Field Friendly Salivary Measures	Public	12/03/2014 11:50	
Open	HUM00068360	NCT01894074	The Effects of an Intensive Lifestyle Intervention on Reproductive Outcomes	Public	12/02/2014 16:10	
Open	HUM00079230	NCT02055794	Promoting Optimal Healing After Laceration Repair Study (PALS)	Public	12/02/2014 08:18	
Open	F029661-00	NCT01554527	Continuous Positive Airway Pressure (CPAP) After Adenotonsillectomy in Children	Public	12/01/2014 11:31	
Open	HUM00053677	NCT01900314	Imaging Biomarkers for TMS Treatment of Depression	Public	10/27/2014 10:36	
Open	HUM00076630		Evaluating Use of Double Up Food Bucks (DUFB) Among Families at an Ypsilanti Community Health Center	In Progress	09/23/2014 10:38	• Entry Not Completed • Never Released
Open R	1R21AG031951 - 01A1	NCT01046643	Early Menopause Hormone Treatment and Cognition (R21)	Public	05/16/2014 08:45	
Open R	2276	NCT00670800	Study of Brain Function in Women With Insulin Resistant Polycystic Ovary Syndrome	Public	05/15/2014 14:33	
Open	HUM00075628	NCT02068703	Sleep Enhancing Tools: Pilot Study	Public	02/19/2014 09:51	• Not Recently Updated - Not Recruiting

- Pick the study to which you want to give your team member access. Select Edit.

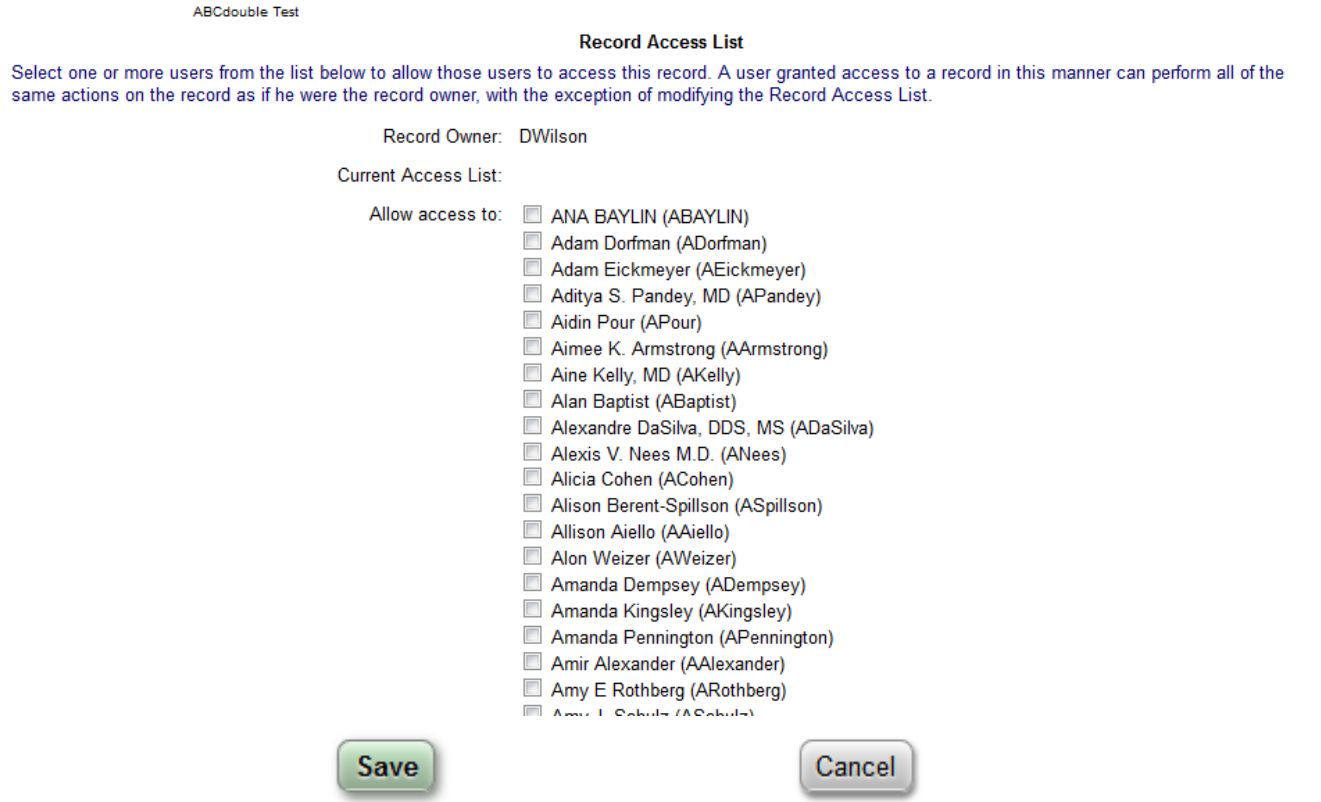


- Once you see the study, you'll see the owner and the words Access List. Click on Access List and a pull down menu of everyone in UMichigan's system will open.



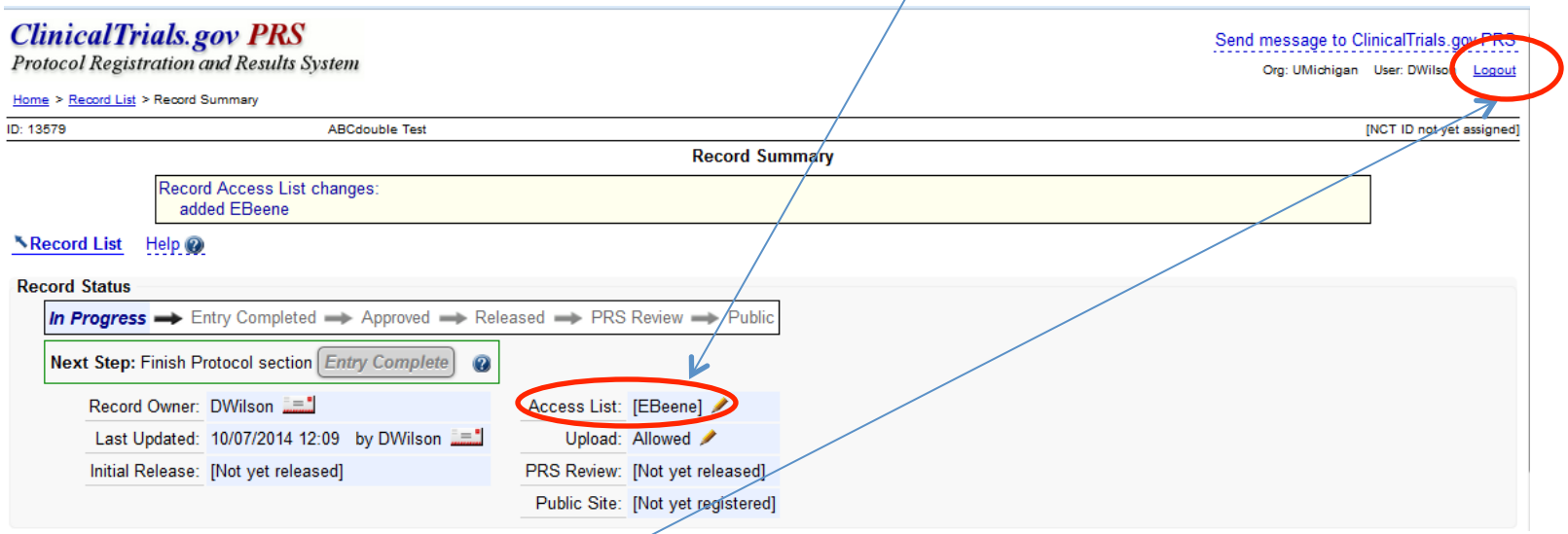
Step Seven

- Select the person/s to whom you want to give access by checking the box next to their name. Note they are largely alphabetical by first name. Make sure you click Save at the bottom of the page.



Verify Success

You should now see that person's name in your Access List for that record.



Don't forget to Log out!

Remember Your Responsibilities

- If you are the Responsible Party, you will still have to Approve and Release changes that the study team member makes to the record. Please proofread seriously, as all records in ClinicalTrials.gov are permanently archived and publicly accessible in each version. This is definitely a case of an ounce of prevention being worth a pound of cure.

Questions?

- Contact the Office of Regulatory Affairs.
- UMMS-RegAffairs@med.umich.edu

- http://msa.med.umich.edu/regulatory_affairs/research/human/clinical-trials

- 734 764-0634