

Appendix A: Creation of a ClinicalTrials.gov Account

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To request an account with UHClevelandMC's PRS account please email your request to UHResearchCompliance@UHhospitals.org. An account will be created within 2 business days. You will receive two emails one from research compliance and one from ClinicalTrials.gov. Your temporary password will be included in the email from ClinicalTrials.gov (see screen shots below).

If at any time you forget your password, email UHResearchCompliance@UHhospitals.org and it will be re-set within 1 business day.

For questions or more detailed help, please email UHResearchCompliance@UHhospitals.org

You will receive an email from register@clinicaltrials.gov. Please check your spam/junk email folders to ensure the email message is not filtered away from your inbox.

-----Original Message-----
From: ClinicalTrials.gov Registration [<mailto:register@clinicaltrials.gov>]
Sent: Wednesday, March 21, 2018 9:56 AM
To: Stump, Jenna <Jenna.Stump@UHhospitals.org>
Subject: ClinicalTrials.gov PRS Account Created

Message generated by ClinicalTrials.gov Protocol Registration and Results System _____

A PRS user account has been created for you.

The PRS URL is <https://register.clinicaltrials.gov>. To login, you will need the following information:

Organization: UHClevelandMC
User Name:
Password:

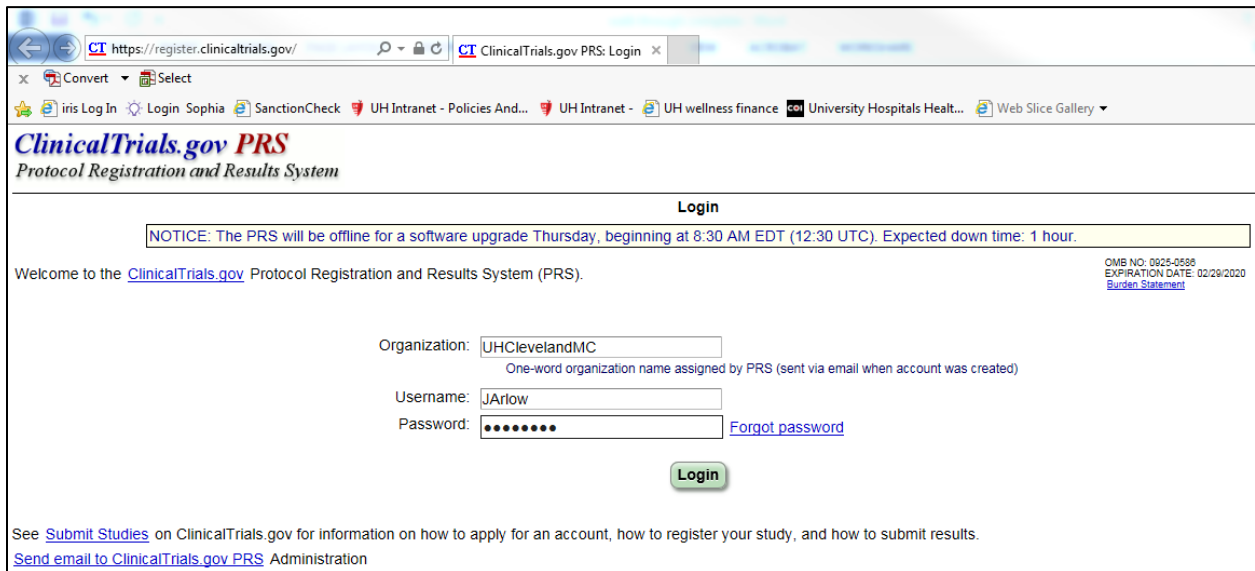
Please login and change your password as soon as possible.
Also verify that the following information is correct.

Full Name: Jenna (Stump) Arlow
E-Mail: jenna.stump@uhhospitals.org

If you have questions about the system or have trouble logging in, please contact your organization's PRS administrator ().

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To log in, select the [link](https://register.clinicaltrials.gov/) within the email: <https://register.clinicaltrials.gov/>. Enter the assigned username and password and select “Login”.



The screenshot shows a web browser window with the URL <https://register.clinicaltrials.gov/>. The page title is "ClinicalTrials.gov PRS: Login". The browser's address bar shows the URL and the page title. The page content includes the following elements:

- Header:** "ClinicalTrials.gov PRS" in a large, stylized font, followed by "Protocol Registration and Results System" in a smaller font.
- Section:** "Login" centered at the top of the main content area.
- Notice:** A yellow box containing the text: "NOTICE: The PRS will be offline for a software upgrade Thursday, beginning at 8:30 AM EDT (12:30 UTC). Expected down time: 1 hour."
- Welcome Message:** "Welcome to the [ClinicalTrials.gov](https://clinicaltrials.gov/) Protocol Registration and Results System (PRS)." On the right side, there is a small text block: "OMB NO: 0925-0550 EXPIRATION DATE: 02/29/2020 [Burden Statement](#)".
- Form Fields:**
 - Organization: Below the field is the text: "One-word organization name assigned by PRS (sent via email when account was created)".
 - Username:
 - Password: To the right of the field is a link: [Forgot password](#)
- Login Button:** A green button labeled "Login" centered below the form fields.
- Footer:** "See [Submit Studies](#) on ClinicalTrials.gov for information on how to apply for an account, how to register your study, and how to submit results. [Send email to ClinicalTrials.gov PRS Administration](#)"