1. Verify **Study Staff** is displayed on the home workspace.

2. Click the **Approved** tab.

3. Click the **Name** of the Registration.

4. The following actions can be performed from the **Approved** screen:
   - **View IBC Registration** – Opens a read-only view of the Registration.
   - **Printer Friendly Version** – Opens a printer friendly version of the Registration.
   - **View Differences** – Shows all changes to the Registration between versions. (See the View Differences section at end of this document.) If no previous versions are found, no changes will be displayed.

5. Click **Last Approved Version** to display a snapshot of the approved Registration with the date and time it was approved.

6. The following activities can be performed from the **My Activities** area:
   - **Amend Registration** – This activity is used to amend the current Registration. After changes have been made, the Submit Amendment activity must be completed to submit to the IBC for review.
   - **Post Correspondence** – Used to add comments and documents to the Study Workspace. They are visible to anyone with access to the study, including Study Team Members, Committee Staff, Committee Members, Technical Staff and Regulatory Parties, and cannot be deleted.
Amend Registration

7. Click **Amend Registration**.

8. Click **OK** to open the Registration for amending.

Edit IBC Registration

9. The **Project Log** shows the date and time that the Amendment was opened.

10. Click **Edit IBC Registration**.
11. Update the Registration, as needed.

12. Click **Continue** throughout the application, as appropriate.

13. **Save** and **Exit** the Registration, as needed.

14. After all changes to the Registration have been completed, click **Finish** to return to the Registration Workspace.
Amending Registration

15. Verify the current role is **Amending Registration**.

16. Click **Submit Amendment**.

Submit Amendment

17. Check the box if any portions of the amendment are **Proprietary Information**.

18. Check the **Purpose for Amendment**.

19. Enter a brief **Summary** of changes not included in the Purpose list, if applicable.

20. Click **OK**.
1. The Amendment is sent to **IBC Staff Review**.

2. To view the differences between the original Registration and the amended Registration, click **View Differences**.

Differences are displayed between the current version and previous versions.

3. Use the **Show Changes** drop-down menu to choose the previous version with which to compare the current version.

**Note:** Changes are highlighted on the page in red; deleted items are crossed out; additions are highlighted in yellow.

4. Use the **Changed Steps** drop-down menu to jump to sections of the Registration that have changes.

5. Use the **Forward** and **Back** buttons to go to the next and previous pages with changes in the Registration.

6. Click **Close** after reviewing the differences in the Registration to go back to the Registration workspace.