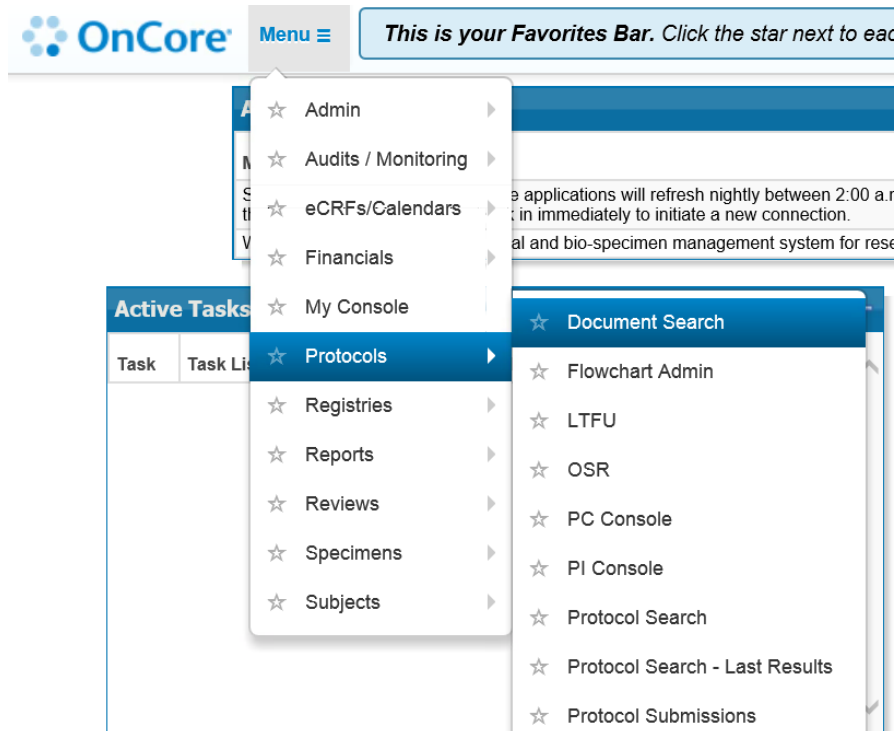


Accessing Document Search

Document Search displays the most recent version of documents

1. Open VM Ware Client
2. Sign in to VMWare using your CUAnschutz credentials. Change 'AD' to 'UNIVERSITY'
3. Click on the OnCore Prod Icon
4. Login to OnCore with your CU Anschutz credentials
5. Select 'Menu' next to the OnCore logo (top left), select 'Protocols,' then 'Document Search'



6. Enter the protocol number in the 'Select Protocol' box
7. Leave institution as "Colorado Research Center"
8. Click 'Submit'
9. The most current of documents for the protocol will be shown
 - a. Note: IRB reviewed documents must be 'released' to appear in Document Search

The protocol status must be 'Open to Accrual' for documents to show