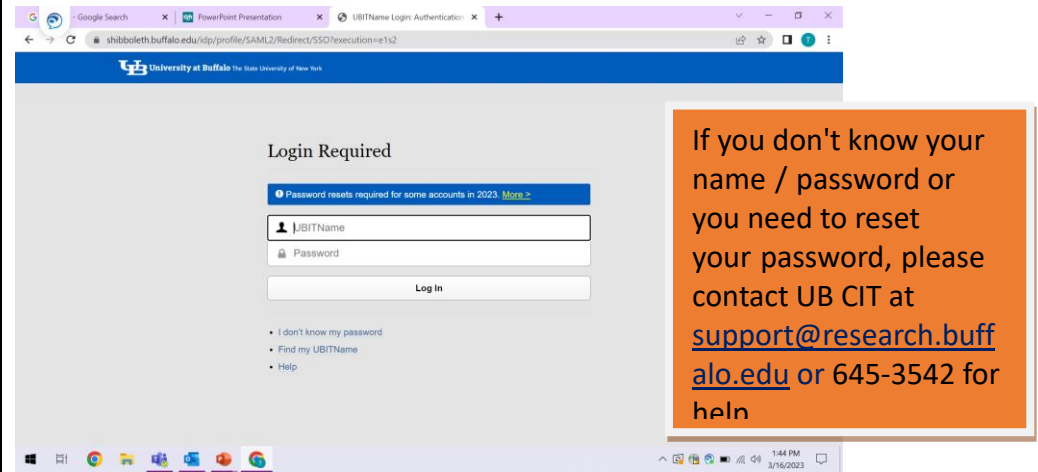
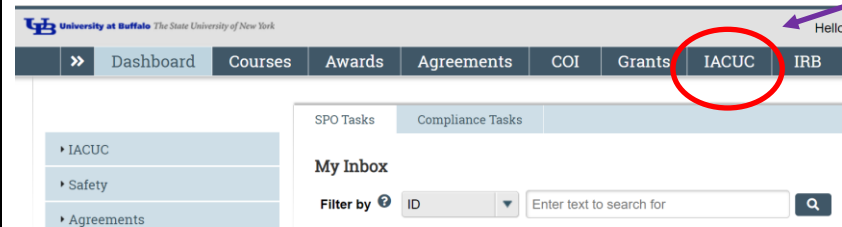


# Quick Reference Guide: How to Edit a Procedure

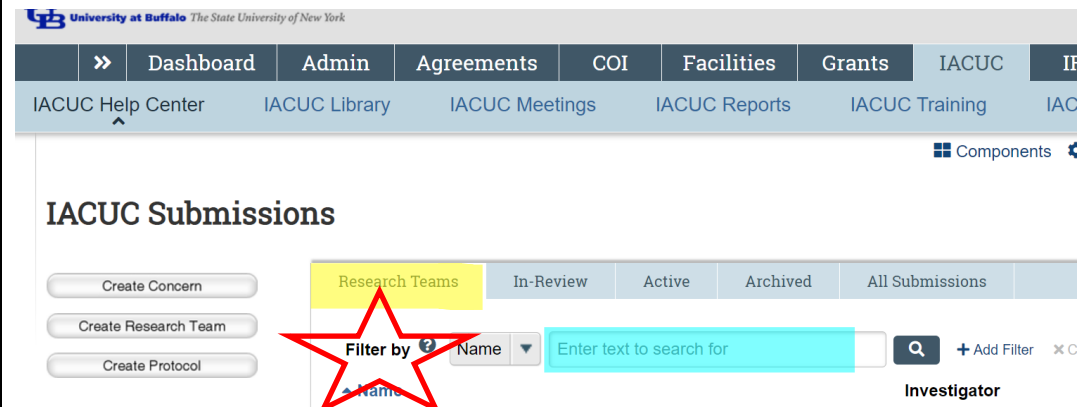
1. Log in to Click with UBIT name and password



2. Click on the IACUC tab in the bar across the top of the page

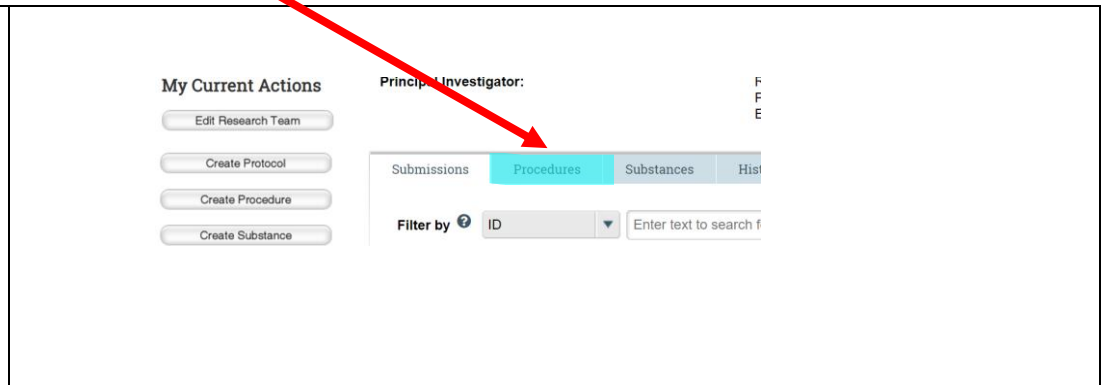


3. Click on your Research Team – You can filter the Team Names for an easier find

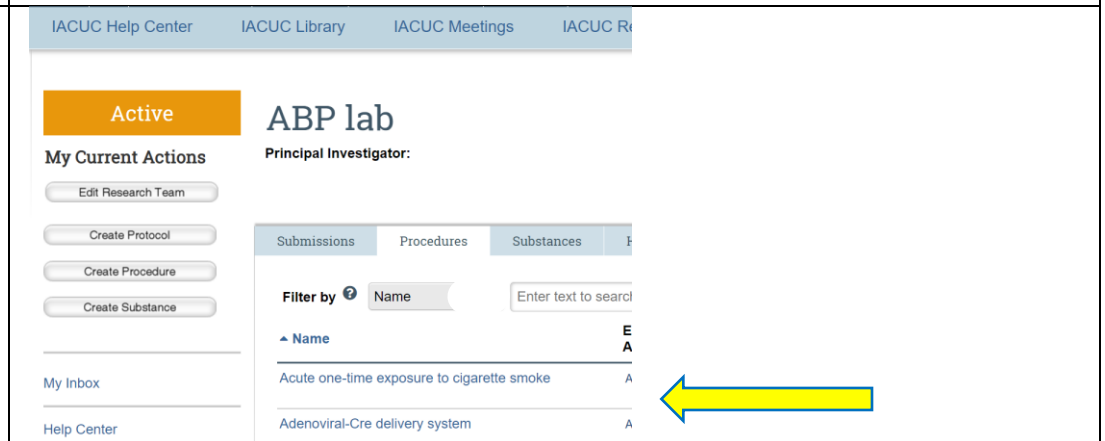


# Quick Reference Guide: How to Edit a Procedure

4. Click on the word “Procedures” in the blue bar across the middle of the page.



5. Find your Procedure that needs to be edited in the list of Procedures. Click on the title to open the workspace.



6. Click on “Edit Procedure” on the left side of the screen under My Current Actions.

Make the appropriate changes.



# Quick Reference Guide: How to Edit a Procedure

7. Click “Save” and then “Exit” or “Finish” when done.

Click Continue to present the protocol SmartForm. Make the necessary changes to the protocol in the appropriate sections of the SmartForm.

