

**Description:** All subjects receiving study-required UF Health clinical services **MUST** have a UF Health MRN in Epic and OnCore. However, some protocols require **Additional Subject Identifiers**; study staff must obtain special **Override Demographics** permission in order to enter these additional identifiers.

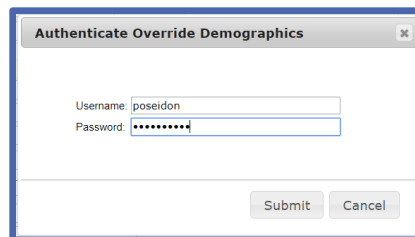
## OBTAIN OVERRIDE DEMOGRAPHICS PERMISSION

The ability to **Override Demographics** is provisioned on a case-by-case basis as an add-on permission. To request the permission, complete an [OnCore Access Request form](#) and submit via the [Add/Update Staff OnCore Support page](#). Contact [OnCore-Support@ahc.ufl.edu](mailto:OnCore-Support@ahc.ufl.edu) for more information and assistance with user access permissions in OnCore.

## OVERRIDE DEMOGRAPHICS

If you are not already in the subject's record, navigate to **Menu > Subjects > CRA Console**, select your protocol and then the blue hyperlink [MRN](#) of your subject.

1. Click on the **Demographics** vertical tab. Click **[Update]** if needed.
2. Roll down to the bottom of the page and click the **[Override Demographics]** button.
3. You will be prompted to **Authenticate Override Demographics** using **Gatorlink credentials**.



4. Click **[Submit]**.



*The **Override Demographics** button should **ONLY** be used to add new identifiers to the **Additional Subject Identifiers** section - located on the **Subject Console > Demographics** menu.*

**DO NOT MAKE CHANGES TO THE SUBJECT MRN IN THE SUBJECT DEMOGRAPHICS SECTION.**

5. In the **Additional Subject Identifiers** block, select the **Identifier Type** from the dropdown options and enter the **Identifier** type.
6. Click the blue [Add](#) hyperlink field and **[Close]** when you are done updating the **Demographics** form.