

Description: Once a subject is consented, study teams may collect screening data and/or perform screening services to determine if a subject is eligible for enrollment into the study. If a subject is not eligible, that subject should be documented as a screening failure.

Audience: Study team members who are responsible for recording subject eligibility and screening failures in OnCore.

RECORD A SUBJECT AS NOT ELIGIBLE

1. [Find your subject.](#)



*Note: Before you mark a consented subject as **Not Eligible** in OnCore, you must register the subject and record the consent. You will also need to check in any applicable Screening visits. For details, see the [Register](#), [Consent](#), and [Visits](#) user guides.*

2. On the subject record in the Subject Console, click on the **Eligibility** vertical tab.
3. Click **[Update]** if needed.

4. Enter the following:
 - Verified By: **your initials**
 - Status Date: **Date that you determined they were ineligible**
 - Eligibility Status: **Not Eligible**
5. Click **[Submit]**.
6. Click **[Close]**.
7. Note that the **Subject Status** field at the right top of the page has been changed to **NOT ELIGIBLE**.
8. Any sponsor invoiceables that have been set up to use “**NOT ELIGIBLE**” will be triggered.



*If your management group has chosen to use the OnCore **Pre-Screening** functionality, please also review the [Pre-Screening](#) user guide for guidance on pre-screening and screening failures.*