RECORD A SUBJECT'S CONSENT

Description: Study teams must record each subject's consent in OnCore. This tip sheet gives instructions for this activity.

Audience: Study Team members who are responsible for recording subject consents in OnCore.

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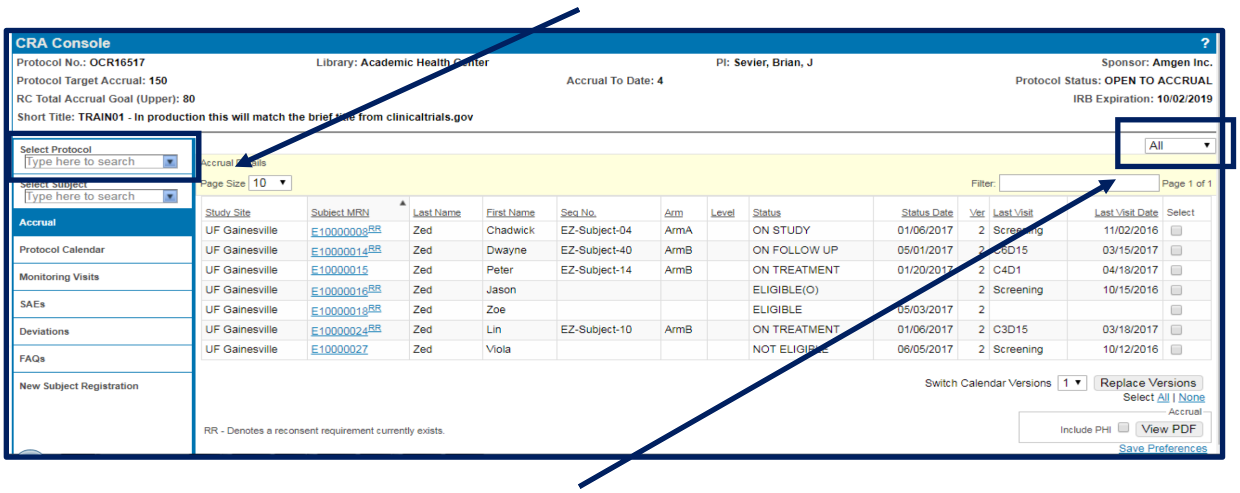
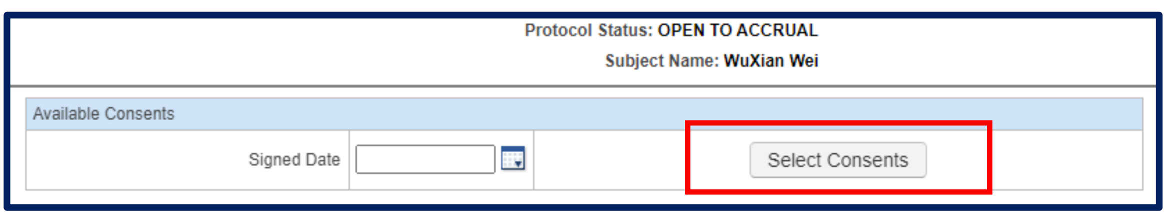
NOTE: Before you can record the consent of a subject, the subject must already be registered to the study. See the tip sheet Register a New Subject for details.

1. If you are not already in your subject's record, navigate to **Menu > Subjects > CRA Console.**
2. If you are not already in your study, use the **Select Protocol** field to search and find your study.



3. In the upper right area of your screen, click the **Accrued** drop down field and change it to **All**.
4. Find your registered subject and click on the **blue MRN hyperlink**.
5. Click on the **Consent** vertical tab. *Click **Update** if needed.*
6. In the **Available Consents** section at the top, click **[Select Consents].**



7. A list opens, showing the most recent versions of this study's approved consent forms.
8. On the applicable consents, enter the **Signed Date** field and select **Accepted.**
9. Click **[Save]**.

Now the consent form information appears along with the subject's signed date in the **Existing Consents** section.

Note that the **Subject Status** field at the right top of the page has been updated to CONSENTED.

10. Click **[Close]**.