Description: Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting. Study teams use the screening data to determine if a subject is eligible for enrollment into the study. Once eligibility is confirmed, it should be recorded in OnCore. This tip sheet gives instructions for this activity.

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

**RECORD A SUBJECT’S ELIGIBILITY**

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 Eligibility vertical tab. Click [Update] if needed.
2. Enter the following:
   - **Verified By**: your initials
   - **Status Date**: Date that you determined they were eligible
   - **Eligibility Status**: Eligible
3. Click [Submit].
4. Click [Close].

Note that the Subject Status field at the right top of the page has been changed to ELIGIBLE.

Any sponsor invoicables that has been set up to use “Eligible” as a milestone will be triggered.