

How to update the Owner of an ETH/STE Application

Step 1. Select the ETH/STE application and make it editable by clicking the edit icon in the top right-hand corner of the screen. On the Summary page, you will see the incorrect 'Owner'. Remove them by selecting the 'x' next to their name.



2022/STE00154 - NCT Study 28092022 - CM

Submitted Site

2022/PID00105

ETH Approved Low or negligible risk review pathway Add tag...

Summary

Application

Title NCT Study 28092022 - CM

Short title

System version Submitted 1.01 - Application Resubmission

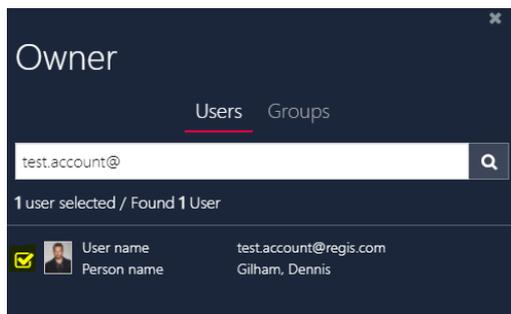
Stage Site

Owner * McDonough, Corinne (corinne.mcdonough@health.nsw.gov.au) x

Activities

No data found.

Step 2. Select the three dots on the 'Owner' row and search for the REGIS user account of the CPI or PI, select them by clicking on their name and select the large tick at the bottom of the page.



Owner

Users Groups

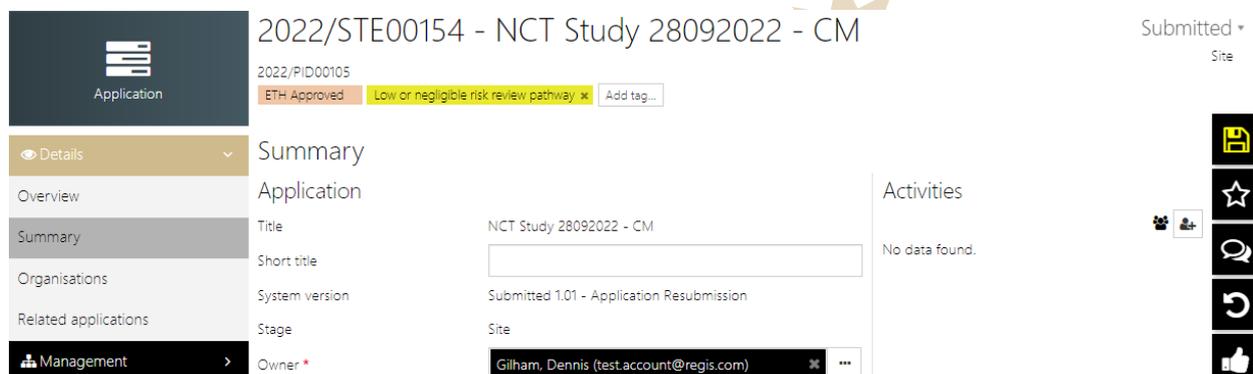
test.account@

1 user selected / Found 1 User

User name test.account@regis.com

Person name Gilham, Dennis

Step 3. The CPI or PI will now appear as the 'Owner', select the save icon in the top right-hand corner to save the change.



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