Note: You must have "Manage" protocol access to create a staff update.

1. Open the protocol
2. Click **Create Staff Updates** (under **Actions** in the left pane)
3. Click **+ New Non-Study Staff**
4. Search for the individual's name – e.g., {lastname, firstname} or Partners UserID etc.; when you find the desired individual select the name from the drop-down list
5. Click **Add** to add the non-study staff participant to the grid
6. Once the individual appears in the Non-Study Staff Grid, complete the Permission, Comments, and/or Contact information as needed
   Note #1: If any of the Forms associated with the protocol are unassigned to personnel (i.e., step #13 in the attached Staff Guide) the validation message, "There must be one Study Staff associated to each procedure listed. Please review each Procedure in the Personnel Activities page and associate it to at least one Study Staff member" will display (under ***Submission Checklist*** *in the right pane). Until this validation is fulfilled, you will not receive the* ***Submit*** *button.*
   Note #2: If Personnel Activity assignments are made during the Staff Update, the assignments will become a part of the Staff Update transaction.
7. Click the **Submit** button; the transaction is submitted
8. To verify the transaction was completed, open the protocol and click on the Staff page (in the left pane). The individual you just added – and the personnel activity assignments made, if applicable – should appear in the respective places on the Staff Page.

[END]