Creating a Protocol

1. Click on the applicable committee in the “Protocols” section of the homepage.

2. This will take you to your list of files. You may or may not see anything under “Files” depending on whether or not you have created any protocols or if you are listed as personnel on any protocols.

3. To create a new protocol, click the “+ New” button under “Files”

   *Hint* If you do not see anything under “Files” click the + sign to expand the list of files.

4. Clicking “+ New” will bring up a pop-up to start your protocol. Be sure your pop-ups are not blocked.