# How to Search for a Protocol

This tutorial explains how to search for a protocol in eRA.

## STEP 1: Login to eRA

1. In Internet Explorer or Safari open the eRA homepage. The direct URL is: <https://era.cu.edu>.
2. Enter your CU Identikey username/password, and select “Boulder” as the Campus.
3. Click the **Sign In** button.
4. Upon successful login, the **My Open Action Items** screen will appear.

# STEP 2: Locate the Protocol

1. In the **My Open Action Items** screen, click the **My Human Subjects** menu to expand the list, then click the “**Search For**” link.
2. In the **Protocol Number** field, enter the protocol number you would like to view. If you do not know the number, you can use the **PI** field and enter the **last name** of the principal investigator. Click the **Open/Locate** button. A list of results will appear below the search fields.
3. Click the Open folder icon.  This button is used to open a study from the My Open Action Items screen in eRA. icon to open the desired protocol. A new window will open.
4. In the top navigation menu, click the **Approved Docs** tab. The screen will refresh and you will see a list of the approved documents and/or documents to review for a board meeting. Click the “**View”** link to view a specific attachment.
5. Click the **Done** button to close the window.
6. Click the ”**Logout**”link in the top right corner to exit eRA.