

# General instructions for registering clinical trials in Iranian Registry of Clinical Trials (IRCT)

1. To register a trial in IRCT you should first become a member by creating an account in IRCT. Please go to [www.irct.ir](http://www.irct.ir)
2. Please do not use any free e-mail as your username. We urge you to use your institutional e-mail preferably the academic one as your username. For those who do not visit their institutional e-mail so often, we have created fields to enter alternative e-mails. All communications from IRCT website will go to your alternative e-mails as well.
3. All clinical trials that are conducted in Iran should have registration with IRCT
4. You can change language by clicking on “Persian” and “English” buttons on the right hand corner of the main page.
5. You can enter the website when your membership approved by IRCT administration team using your username which is your e-mail address.
6. Upon entering the website, you’ll arrive at your personal webpage, in which a record has already been created for you. You can click on “Edit” and start entering your trial information.
7. You can enter multiple trial information by creating new records for this purpose using the link at the bottom of the page.
8. You should enter your trial information in 12 stages. At the end of each stage please use “save” or “Save and continue” buttons before navigating to the next stage. Otherwise you’ll lose unsaved information. If you have to leave your computer half way through any stage, please click on the “save” button before you leave. You can get back to your record later on by entering logging in using your username and password and continue from where you left.
9. Items with a star (\*) are mandatory according to WHO. So please do not leave any of them blank.

10. To finish the registration process your trial should have been approved by an appropriate ethics committee.
11. All entered information will be made public upon approval of the registration by IRCT administration team.
12. You need to make every effort to keep all your trial records up to date. Once the registration of your trial approved, an update button will appear in front of the title of your record in your personal webpage (the page that you will arrive upon entering the IRCT website using your username and password), on your
13. Registering a trial in IRCT and acquiring a registration code is solely for the purposes declared on the website and does not in anyway convey any other notion such as ownership, etc.