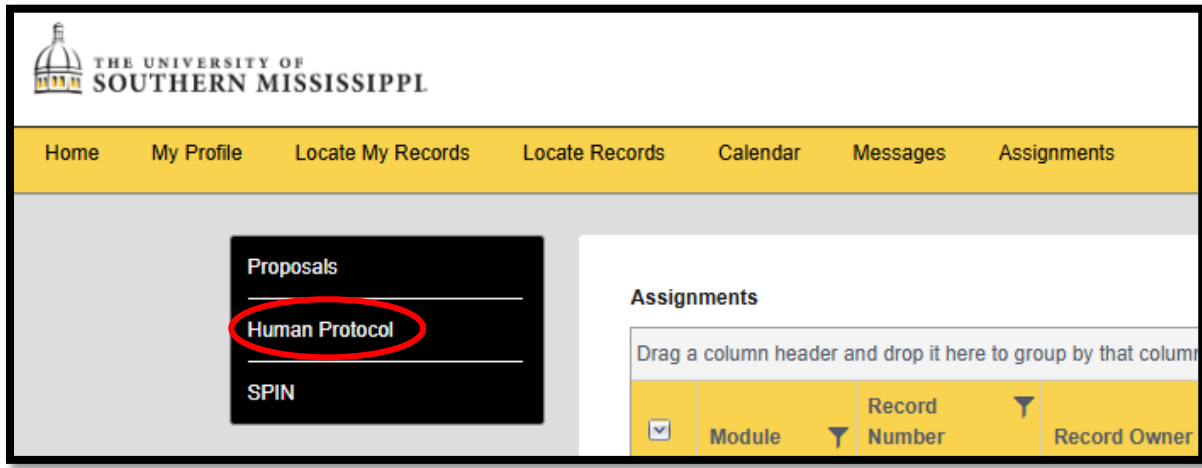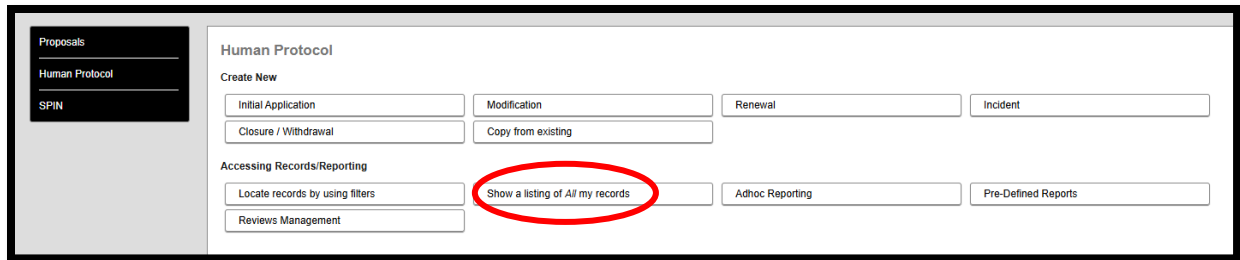# Part A: How to Access & Download Your Protocols
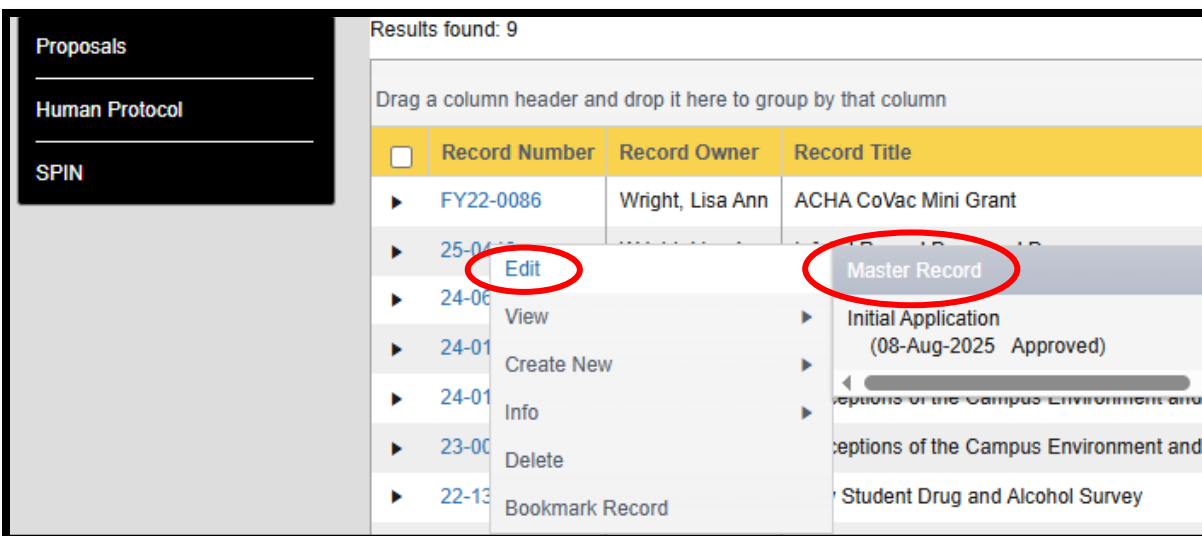
Step 1: Log into InfoEd. Click on Human Protocol.

Step 2: Select "Show a listing of *All* my records".

Step 3: Click on the blue protocol number you would like to access, select "Edit", and then "Master Record".

Step 4: A new window will open; click on the "Initial Application" option in blue text. If you have modifications and/or renewals, they will also be listed in blue text, and you will be able to access them to retrieve all associated documents following the same steps.

Step 5: Click on "PDF" in blue text. Make sure pop-ups are allowed on your computer.
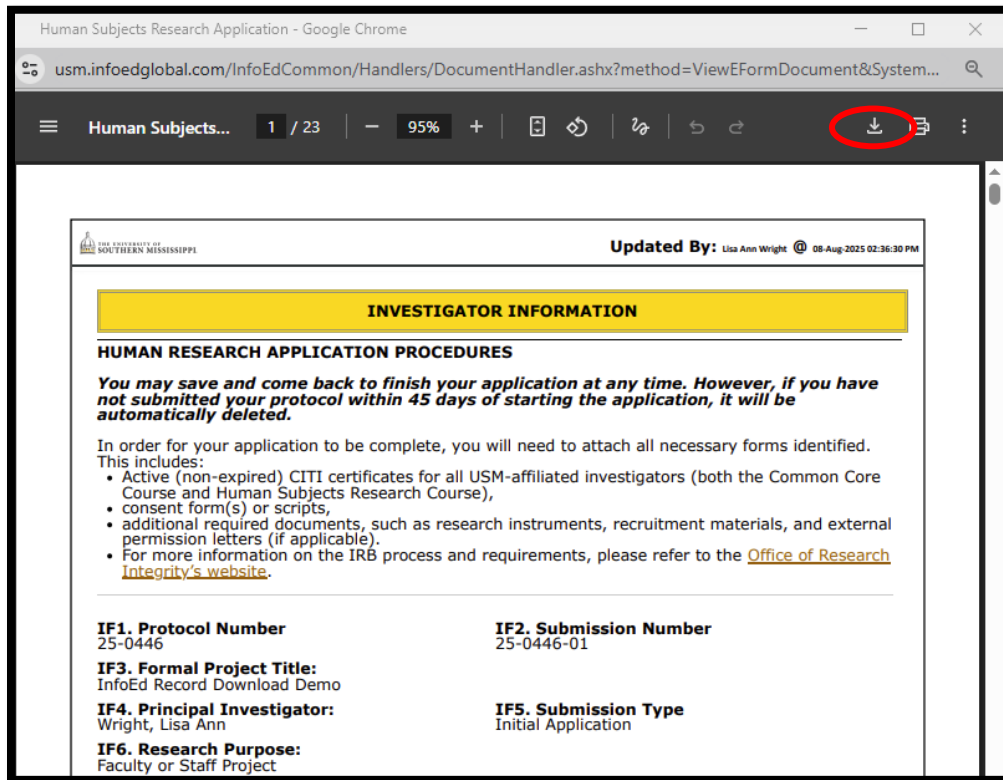
Step 6: A new window will open, and you will be able to download and save a copy of your protocol as a PDF.

Part B: How to Access & Download Your Approval Letters

Step 1: Return to the InfoEd's "Human Protocol" screen and click on "Messages". From your messages list, select the approval notification for the corresponding protocol submission.
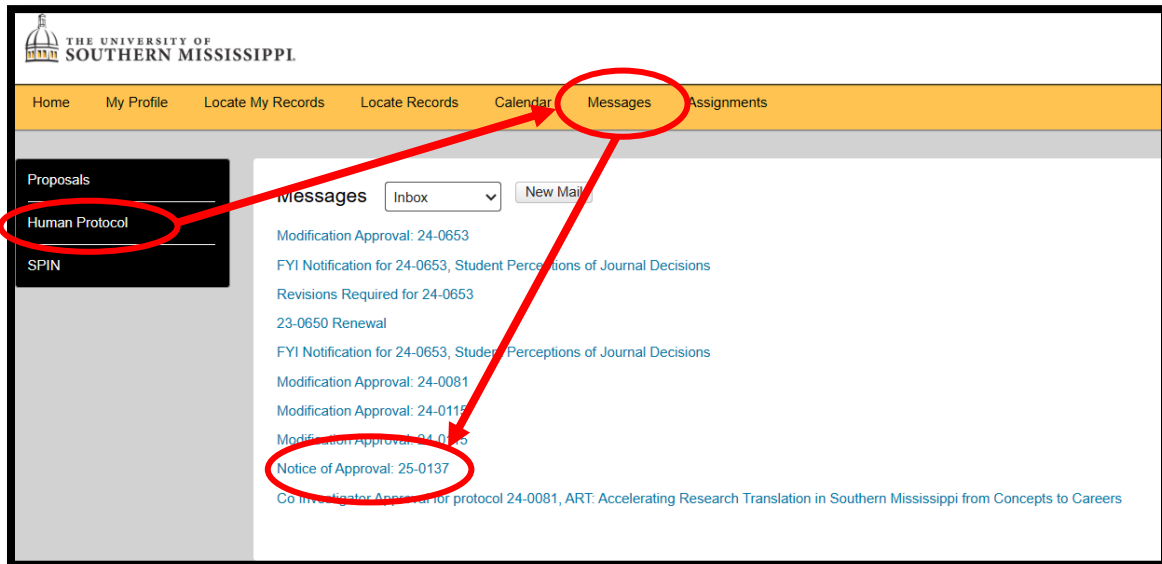
Step 2: The message will open in a new window, where you will have the option to download a copy of your approval letter.
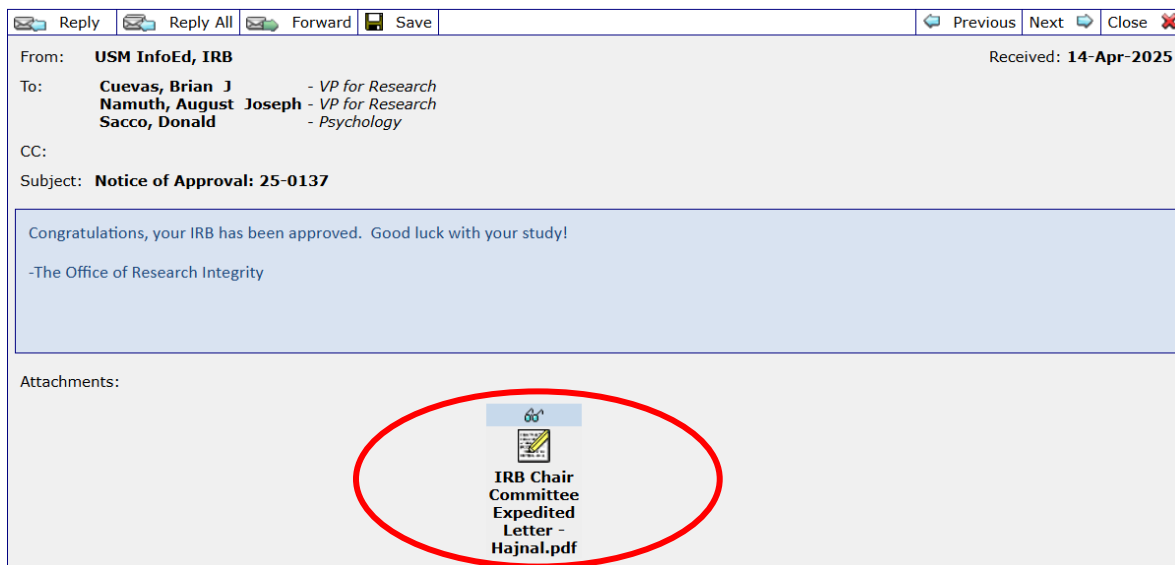
Step 3: Your approval letter will open in a new window, where you will have the option to save the letter as a PDF.