COMS Renewal Instructions

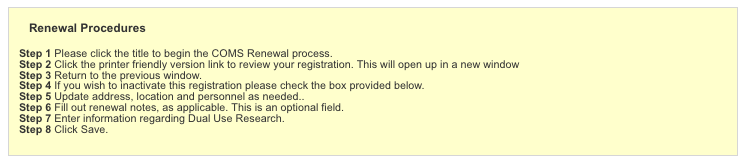
* Go to the COMS website at <https://coms.hms.harvard.edu/>
* Click the button that says **Click Here to Login Using Harvard PIN**

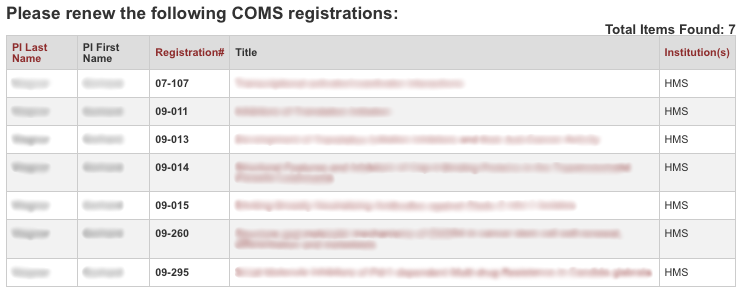


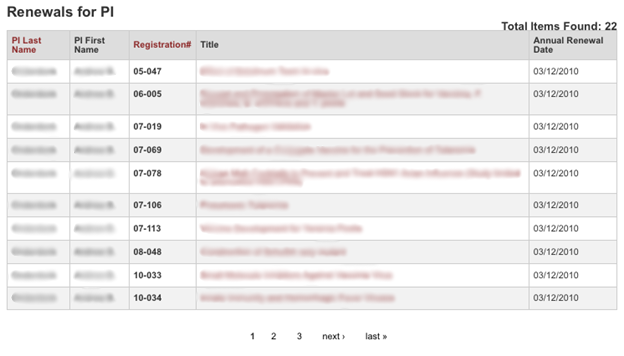
* You will be taken to the Harvard PIN login page, where you will be able to login using either your HUID and PIN or eCommons credentials
* Once logged in, place the mouse pointer over **Registrations** at the top of the page, then click **Renewals**, which will appear beneath



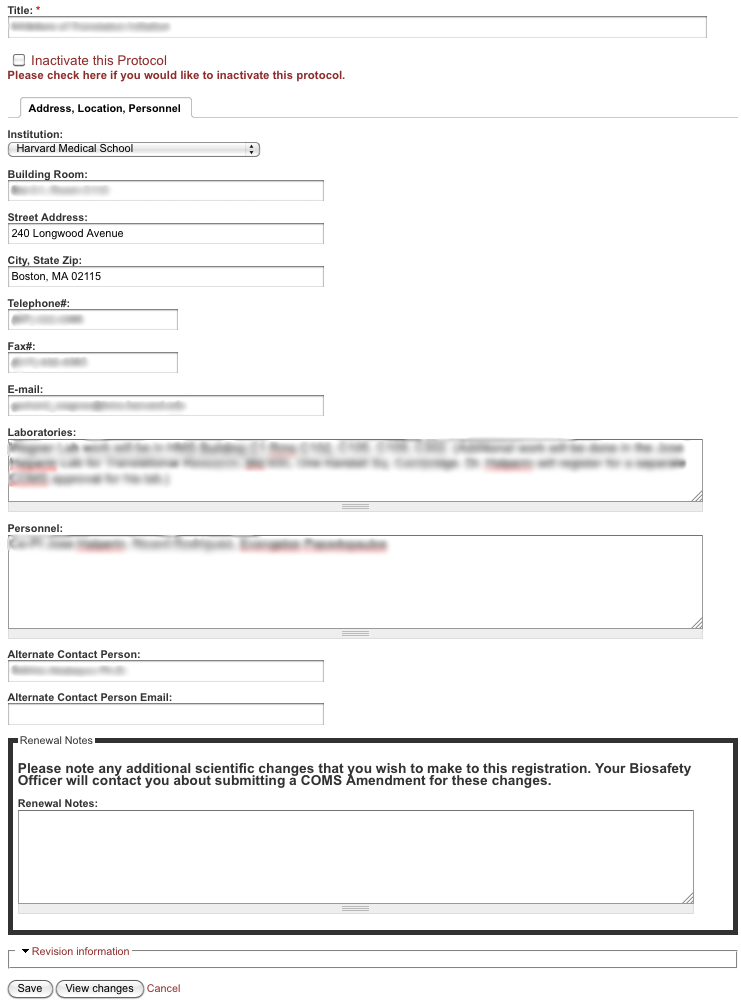
* A list of all registrations in need of renewal will then display
* Click on a title to renew that registration

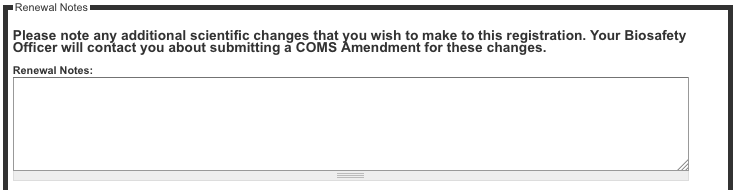


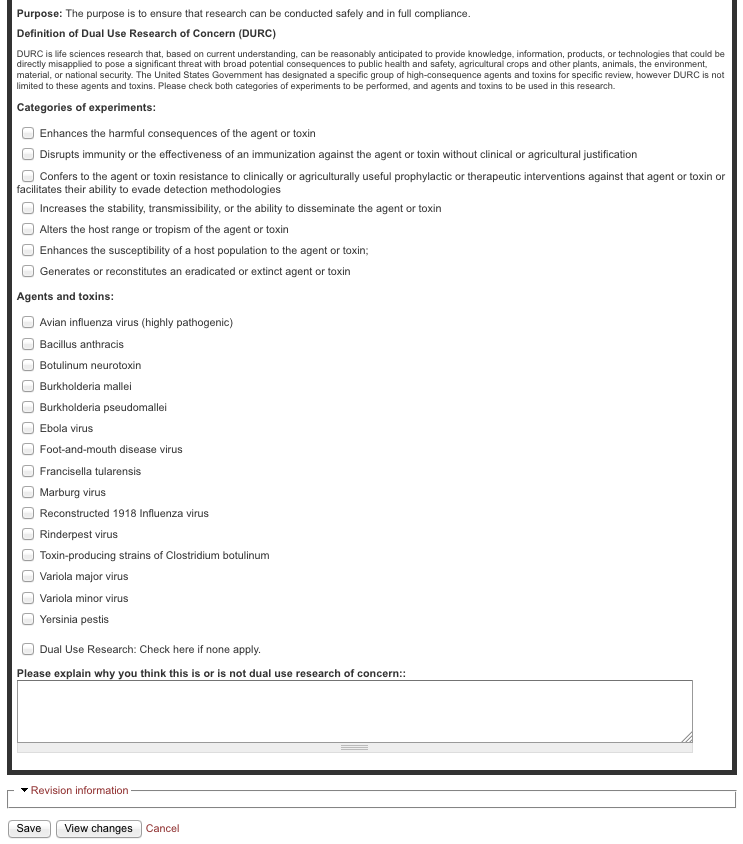




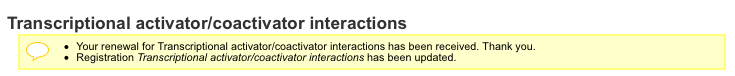
* + Click **Next**, **Last**, or page numbers at the bottom of the screen to see other pages of registrations
* After selecting a registration, you will be able to edit address, location, and personnel information





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* Any additional scientific changes that you wish to make to this registration must be detailed in the **Renewal Notes** section at the bottom of the page
  + Your Biosafety Officer will contact you about submitting a COMS Amendment for these changes.
* Once all of the information has been updated, click **Save** at the bottom of the page to send to COMS
  + A message will display indicating that the renewal has been completed



* To view additional registrations that need to be renewed, place the mouse pointer over **Registrations** at the top of the page, then click **Renewals** which will appear beneath
  + Any registrations that have already been renewed or not due for renewal if they are less than 1 year old will not display in the list