How to get access to INSPIR

INSPIR uses an electronic database called the BU Active Directory to authenticate users. As a result, you will need a BU account to be able to log in or be added on a study. Here are some questions using “Yes” or “No” answers which contain specific instructions that will guide you through the process:

1. Do you have a BU account (e.g., jdoe@bu.edu)?
   a. No. (Then you need to fill out and submit the following form to BUMC IT to request a BU Account: [http://www.bumc.bu.edu/irb/inspir-ii/request/](http://www.bumc.bu.edu/irb/inspir-ii/request/). BUMC IT will send you a follow-up email. Make sure you follow the activation instructions in that email.)
   b. Yes. I already have a BU account. (Continue to Step 2)

2. Do you recall your BU account Kerberos password?
   a. Not sure. (You can check whether you know your BU Kerberos password by trying to log into “[http://www.bu.edu/computing/email/forwarding/](http://www.bu.edu/computing/email/forwarding/)” using your BU username along with your BU Kerberos password. Your BU username is the text part of your BU email address before “@bu.edu”; for example, if your BU email address is “jdoe@bu.edu”, then your username is “jdoe”. If you are not successful, then follow the instructions in Step b below. If you are successful, continue to Step 3 below.)
   b. No. I don’t recall what my BU account Kerberos password is. (You can visit the Medical Campus Library with a photo ID and ask to have your BU Kerberos password reset. If you are not able to visit the Library, please contact BUMC IT at 617-638-5914.)
   c. Yes. I have a BU account and I know what my BU Kerberos password is. (Continue to Step 3)

3. Try logging into INSPIR at [https://inspir.bu.edu/](https://inspir.bu.edu/) using your BU username along with your BU Kerberos password. Your BU username is the text part of your BU email address before “@bu.edu”; for example, if your BU email address is “jdoe@bu.edu”, then your username is “jdoe”). Were you able to get past the INSPIR login page?
   a. No. (Then your BU account lacks the needed access privileges. Please fill out and submit the following form to BUMC IT to request the additional access: [http://www.bumc.bu.edu/irb/inspir-ii/request/](http://www.bumc.bu.edu/irb/inspir-ii/request/). BUMC IT will send you a follow-up email. Make sure you follow the activation instructions in that email.)
   b. Yes. I was able to login and get to my INSPIR Home page. (Continue to Step 4)

4. On your INSPIR Home page, next to the BMC logo and right under “Account: your name”, do you see a department listed there?
   a. No. (Then you need to submit a ticket at [http://wwwapp1.bumc.bu.edu/irb/helpdesk/](http://wwwapp1.bumc.bu.edu/irb/helpdesk/) and tell us what your department should be listed as.)
   b. Yes. My department is already listed there. (Continue to Step 5)
5. **Update your INSPIR account profile by following these instructions:**
   [http://www.bumc.bu.edu/irb/files/2011/03/Personal-Profile.pdf](http://www.bumc.bu.edu/irb/files/2011/03/Personal-Profile.pdf)

Once you’re done with Step 5, your INSPIR account is ready to use.