

How to get the “Study Assistant”
tab if I only have the “My
Assistant” tab

BOSTON UNIVERSITY MEDICAL CAMPUS **BOSTON MEDICAL CENTER** EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Account: **William Adams** (You are working under someone else's account. Click here to return to your Department: [Redacted] Home Logout Help

My Assistant

- My Account Information
- Announcements
- Operating Procedures & Manuals

Study Assistant

Your current Department is BU - BMC - PEDIATRICS

Your current review board is IRB Your current committee is Panel Green

Worklist Filter: All

Incomplete Tasks	Complete Tasks	Not Opened Correspondence	Previously Opened Correspondence
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No tasks found

First, make sure when you login that the "Study Assistant" tab is not tucked away at the bottom left of the screen.



First, please check if you are already associated with a Department in INSPIR II.

- Scenario 1 – No department is listed under “Account” (red circle)

BOSTON UNIVERSITY MEDICAL CAMPUS
BOSTON MEDICAL CENTER
EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Account: Khaled Khattar, BA

Home Logout Help

My Assistant

My Account Information

Announcements

Worklist Filter: All

Move to Complete

Incomplete Tasks Complete Tasks Not Opened Correspondence Previously Opened Correspondence

5 result(s) found... 1 - 5

Open	Task Type	Received	Tasks
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In this case, you need to submit a ticket at:

<http://dccweb.bumc.bu.edu/irb/helpdesk/>

When you submit a ticket, please state which department you're in. The Administrator will associate that department to your account. After this takes place, you should be able to see the “Study Assistant” tab the next time you login into INSPIR II .

Scenario 2 – The department is listed under “Account” (red circle)

Account: Khaled Khattar, BA
Department: BU - MED - INSTITUTIONAL REVIEW BOARD

Home Logout Help

My Assistant
Study Assistant

Add a new Study
My Studies

Your current Department is BU - MED - INSTITUTIONAL REVIEW BOARD

Worklist Filter: All Move to Complete

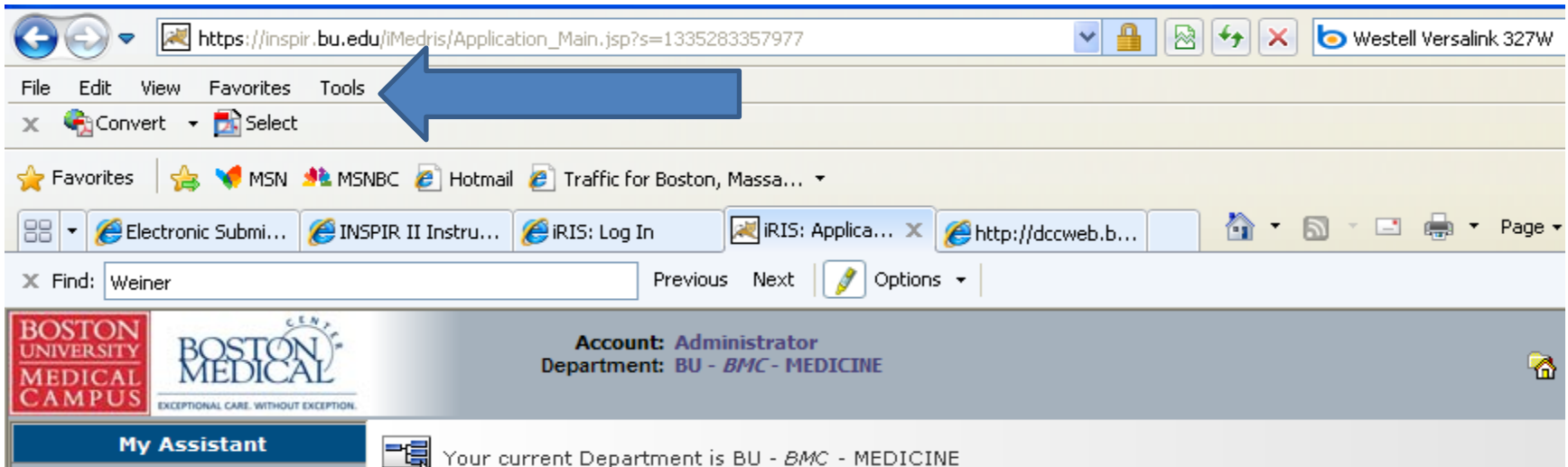
Incomplete Tasks **Complete Tasks** **Not Opened Correspondence** **Previously Opened Correspondence**

5 result(s) found... 1 - 5

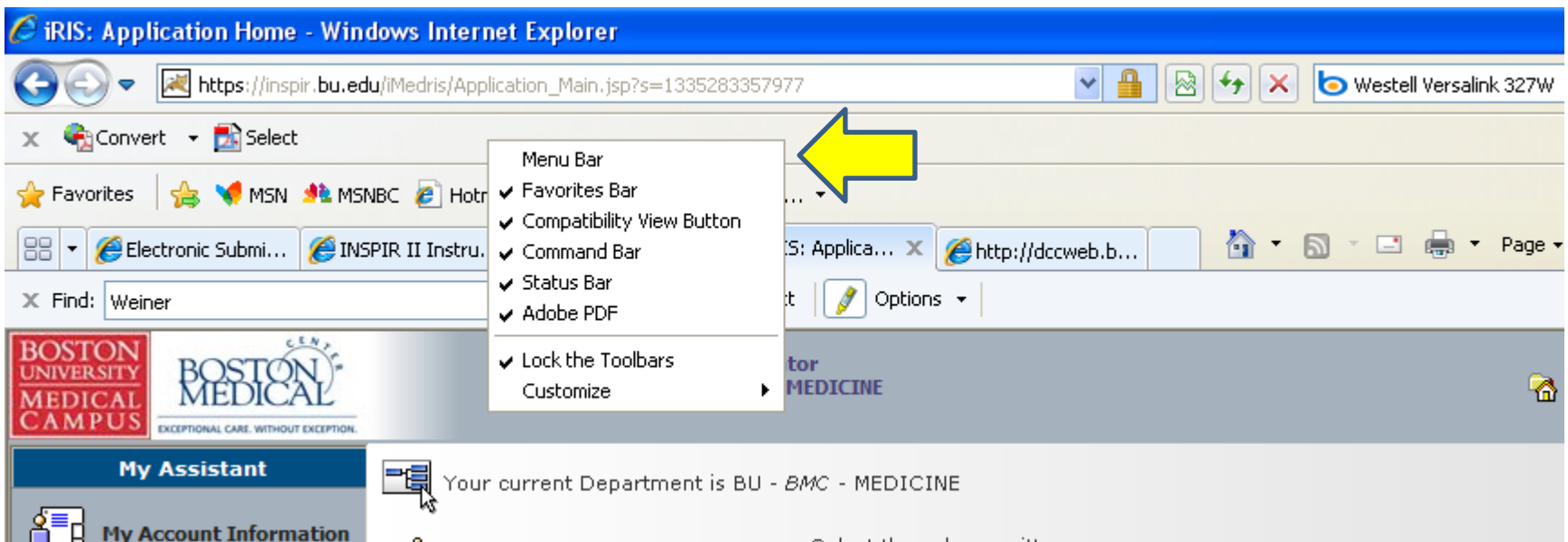
Open	Task Type	Received	Tasks
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In this case, you cannot see the “Study Assistant” because your Internet Explorer web browser was upgraded to the new Internet Explorer 9 or later; which for some reason is not displaying the bottom part of the INSPIR II webpage. Please follow the instructions on the next pages to resolve this issue.

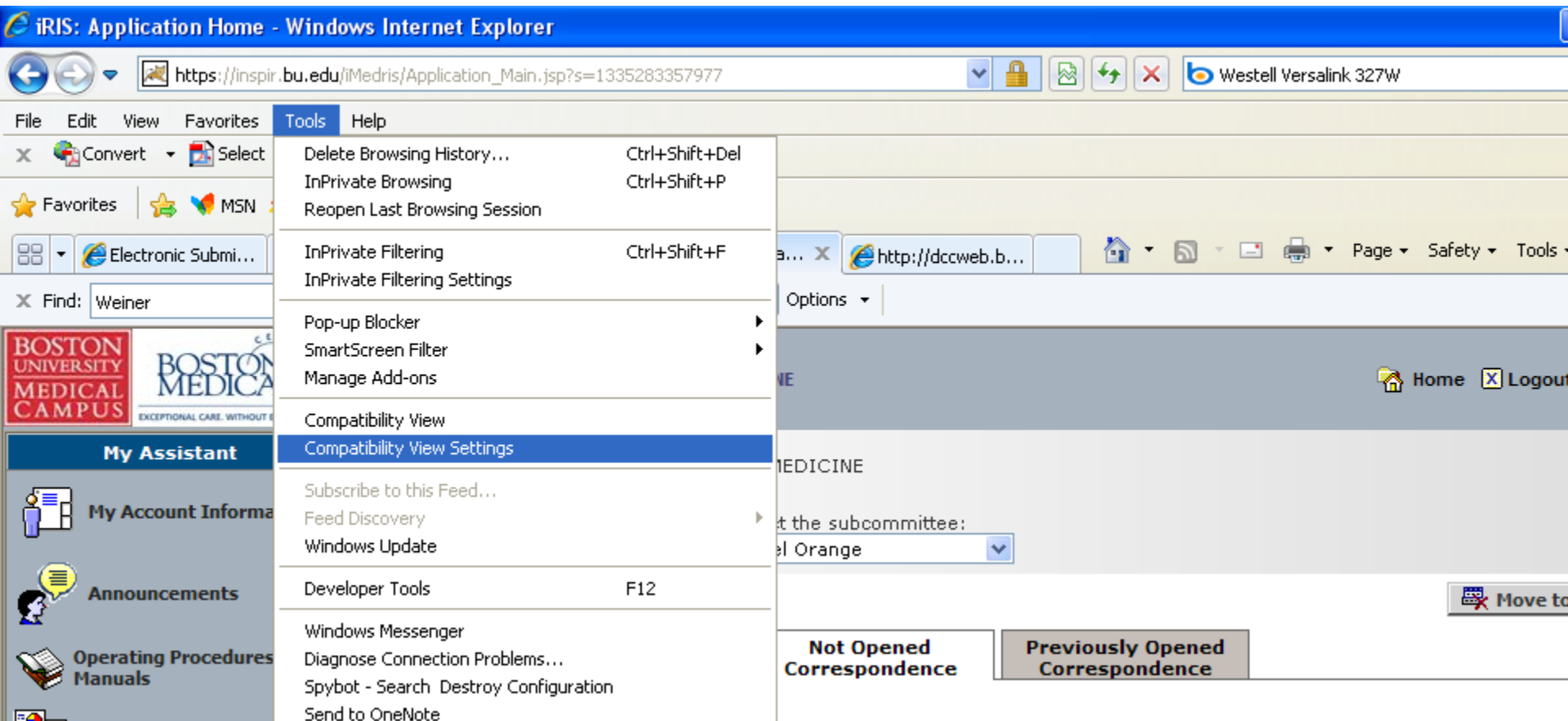
Step 1. On your Internet Explorer web browser, click on “Tools” in the Menu Bar



Note: If you can't find “Tools”, right click somewhere next to the tabs (yellow arrow below) and check “Menu Bar”. The Menu Bar should appear. Then click on “Tools” as instructed in step 1.



Step 2. When you click on “Tools” the list will extend downwards, select “Compatibility View Settings”



Step 3. In the “Add this website” type in “bu.edu” (if it’s not already there), and then click on “Add”. Then click on the “Close” button. This should resolve the issue and the “Study Assistant” will appear immediately on the left.

