

# How To Update Personal Profile

- Each person listed on a protocol will have a personal profile
- Each person will need to update his/her personal profile once (not for each study)
- To update your personal profile – Log-in to INSPIR (if you need instructions for how to do this please see slides for “How to Log-In”)



Everyone  
must update  
his/her own  
profile

Click on  
My Assistant

This is my  
home page



Account: Mary Banks, RN, BS, BSN  
Department: BU - MED - INSTITUTIONAL REVIEW BOARD

Home Logout Help

My Assistant

Study Assistant

Add My

My

My

Your current Department is BU - MED - INSTITUTIONAL REVIEW BOARD

Your current review board is IRB  
Select the subcommittee:  
Panel Green

Worklist Filter: All

Move to Complete

Incomplete  
Tasks

Complete  
Tasks

Not Opened  
Correspondence

Previously Opened  
Correspondence

When you log in to INSPIR it will bring you to your own  
INSPIR II Homepage

Done

Local intranet

100%

start

4

S...

2

M..

i...

Search Desktop

Search

12:21 PM



Navigation bar of the browser showing back, forward, and search buttons. The search bar contains 'Yahoo! Search'. Below the search bar are various utility buttons like 'WEB SEARCH', 'Translate', 'Define', and 'Wikipedia'. The address bar shows 'iRIS: Application Home'.

Header section of the application. On the left are logos for 'BOSTON UNIVERSITY MEDICAL CAMPUS' and 'BOSTON MEDICAL CENTER'. On the right, it displays the user's account information: 'Account: Mary Banks, BS, BSN, RN' and 'Department: BU - MED - INSTITUTIONAL REVIEW BOARD'. There are also links for 'Home', 'Logout', and 'Help'.

Left sidebar menu titled 'My Assistant'. It contains several icons and labels: 'My Account Information', 'Open Procedures & Mant', and 'Rot noffs'. A large yellow arrow points upwards from the bottom of this sidebar towards the 'My Account Information' section.

Your current Department is BU - MED - INSTITUTIONAL REVIEW BOARD  
Your current review board is IRB  
Select the subcommittee:  
Panel Green

Worklist Filter: All Move to Complete

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

2 result(s) found... 1 - 2

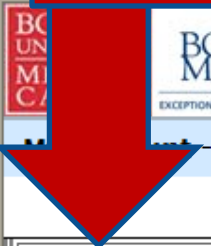
<input checked="" type="checkbox"/>	Open	Task Type	Z   A ↓ Received	Tasks
-------------------------------------	------	-----------	------------------	-------

**Then click on**  
**My Account Information**

My Account Page  
sub-page: Contact Info

Blue star fields  
can't be changed

Yellow arrow fields need to be updated:  
Degrees, specialties, primary phone #,  
Location (department, place)



- Contact Info
- Education History
- Medical Licenses
- CV
- Signature
- Publications
- Disclosures
- Signoff Availability

Account: Mary Banks, RN, BS, BSN

Department: BU



Navigation: Home

Logout Help

Back


Save Changes

**Contact Info**

Name: Banks  First Name: Mary  Middle Name:

Suffix:  Personnel Question:

Prefix:  Personnel Answer:

Job Title: Director, Irb & Human Subjects 


Degree:

Employee ID:

Specialty:

Select Affiliation:

**Contact Information:**

\* Email Address: mbanks@bu.edu  Email Address Required

\* Primary Number: (617) 638-7210

Cell Number:

Pager Number:

Fax Number:


Personal URL:

**Mailing Address**

Location:

Internal Mailing Address:

Other Affiliation:

Department(s) • BU-INSTITUTIONAL REVIEW BOARD 

Optional

Put your  
department and  
location here

File Edit View Favorites Tools Help

Y! WEB SEARCH

Translate page Tools Ask a Question

Home Logout Help



**Update Profile**  
 Then **SAVE** changes (red arrow)

BOSTON UNIVERSITY MEDICAL CAMPUS

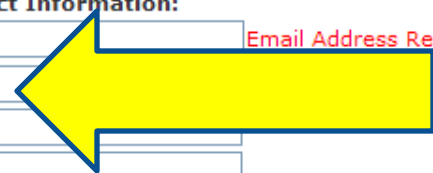
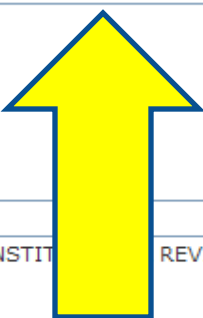
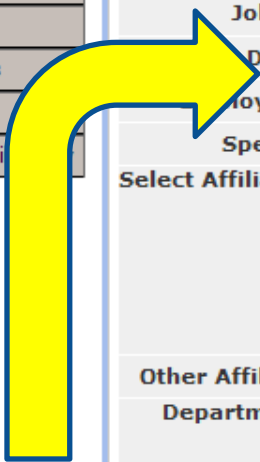
Navigation: Home

**My Account - Mary Banks, RN, BS, BSN** Back

**Save Changes**

- Contact Info**
- Education History
- Medical Licenses
- CV
- Signature
- Publications
- Disclosures
- Signoff Avail

<p><b>*Last Name:</b> Banks</p> <p><b>Suffix:</b></p> <p><b>Prefix:</b></p> <p><b>Job Title:</b> Director, Irb &amp; Human Subjects</p> <p><b>Degree:</b> RN, BS, BSN</p> <p><b>Employee ID:</b></p> <p><b>Specialty:</b> IRB, Pediatric Nursing, Dental</p> <p><b>Select Affiliations:</b></p> <p><b>Other Affiliation:</b> Beach</p> <p><b>Department(s):</b> BU-INSTIT BOARD REVIEW</p>	<p><b>First Name:</b> Mary</p> <p><b>Middle Name:</b></p> <p><b>Personnel Question:</b></p> <p><b>Personnel Answer:</b></p> <p><b>Contact Information:</b></p> <p><b>* Email Address:</b> mbanks@bu.edu <span style="color: red;">Email Address Required</span></p> <p><b>* Primary Number:</b> (617) 638-7210</p> <p><b>Cell Number:</b> 000-000-0000</p> <p><b>Pager Number:</b></p> <p><b>Fax Number:</b> 617-638-7234</p> <p><b>Personal URL:</b></p> <p><b>Mailing Address</b></p> <p><b>Location:</b> Department: IRB</p> <p><b>Internal Mailing Address:</b></p>	<p><b>Save Changes</b></p>
--	---	----------------------------



# Summary

- Once you update your personal profile make sure that you “save the changes”
- No one can update your profile for you- you must update your own profile. It is a violation of Institutional policy to give someone your BU user name and Kerberos password or to use someone else’s BU user-name and Kerberos password.
- It is only necessary to update your personal profile once (unless something in your profile changes). It does not need to be updated for each protocol submitted.
- For each new study submitted, all study personnel will need to have an updated personal profile.

# How to Get Back to Your Home Page



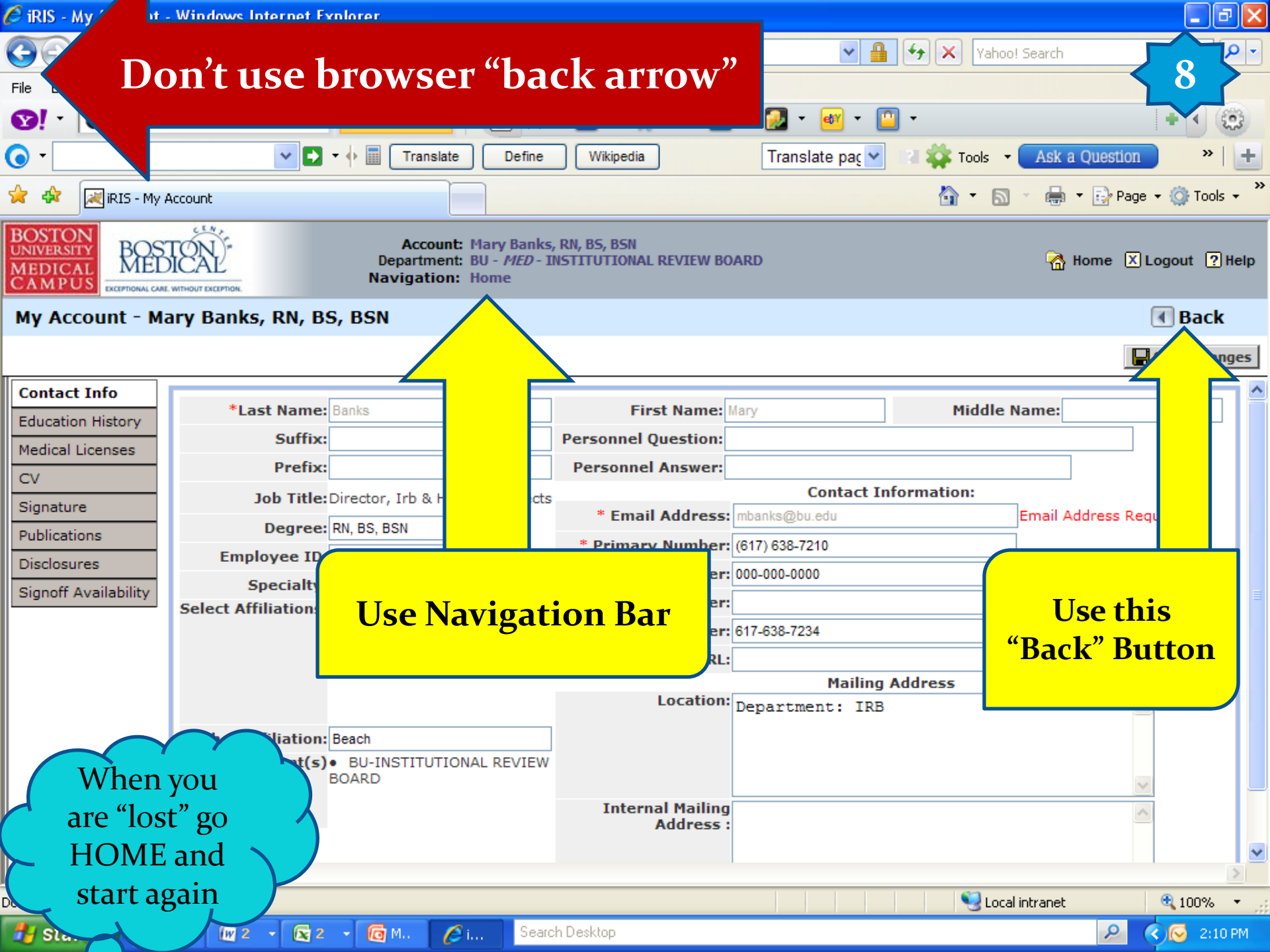
Don't use browser "back arrow"

8

Use Navigation Bar

Use this "Back" Button

When you are "lost" go HOME and start again





Navigation bar of the browser showing back, forward, and search buttons. Below it is a menu with options like File, Edit, View, Favorites, Tools, and Help. A search bar with 'WEB SEARCH' and various utility buttons like Translate, Wikipedia, and Ask a Question are also present.

Header section of the application. On the left, logos for Boston University Medical Campus and Boston Medical Center are displayed. In the center, user information is shown: 'Account: Mary Banks, RN, BS, BSN' and 'Department: BU - MED - INSTITUTIONAL REVIEW BOARD'. On the right, there are links for Home, Logout, and Help.

Left-hand navigation sidebar. It contains several menu items: 'My Assistant', 'Study Assistant', 'Add a new Study', 'My Studies', and 'My Appointments'. At the bottom of the sidebar, the role 'IRB Assistant' is indicated.

Main content area of the application. It displays a message: 'Your current Department is BU - MED - INSTITUTIONAL REVIEW BOARD'. Below this, there is a section for 'Worklist Filter' set to 'All', and buttons for 'Incomplete Tasks' and 'Complete Tasks'. A table header is visible with columns for 'Open' and 'Task Type'. A large yellow callout box is overlaid on the page, containing the text 'Back to My Home Page'. A yellow arrow points from the top of this box to the 'Home' link in the header.