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
Go to “https://inspir.bu.edu”. Key in your BU username and kerberos password, then click on “Log In”.
Click on My Assistant

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

This is my home page
Then click on

My Account Information
This is My Account Page sub-page: Profile

Blue star fields can’t be changed

Yellow arrow fields need to be updated: Degree, Specialty, Primary Number, Location, and Affiliation. (Please list section or center within the department in the Mailing Address)

If any
If Affiliated
If the department /section is not correct, please submit a ticket at http://wwwapp1.bumc.bu.edu/irb/helpdesk/ with the correct department/section.

Put your Department/Section and location here

Put your Department/Section and location here

Required

If Affiliated

Not Required
Update Profile
Then SAVE changes (red arrow)
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”

Use Navigation Bar

Use this “Back” Button

When you are “lost” go HOME and start again