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/phpbin/change-entry/change.php](http://www.bu.edu/phpbin/change-entry/change.php)” 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.