



# How To Log In to INSPIR II

Type “[https://inspir.bu.edu](https://inspir.bu.edu/)” in the web browser’s address bar and click “Enter”; or click on this link: [https://inspir.bu.edu](https://inspir.bu.edu/). This will bring you to this INSPIR II log-in page

- You can Login using your BU username (e.g. “jdoe” if your BU email is “jdoe@bu.edu”) along with your BU Kerberos password
- OR
- You can Login using your BMC username (first 2 letters of your first name followed by the first 5 or 6 letters of your last name, same one you use in EPIC) along with your BMC password.
- Type in your username and password and then click on “Log In”.

### Log In

The screenshot shows the INSPIR II login page. At the top right, there are logos for Boston University and Boston Medical Center. The main heading is "INSPIR II Integrated Network for Subject Protection In Research". Below this, there are two input fields: "Username (not email):" and "Password:". A "Log In" button is located below the password field. Three yellow arrows with blue outlines point to the input fields: arrow 1 points to the username field, arrow 2 points to the password field, and arrow 3 points to the "Log In" button.

[System/Browser Requirements](#)



It is a violation of Institutional policy to log in using someone else’s username and password or to give your username and password to someone else

# Logging in brings you to your personal HOME Page

If you still have the “Display Study Assistant Tutorial at login” box checked, you will get the tutorial popup below.

The screenshot shows the Boston University Medical Campus Study Assistant interface. At the top left, the Boston University Medical Campus logo is visible. The user is identified as Khaled Khattar, BA, with a last login on 11/13/2023 at 10:16 PM EST. Navigation links include Announcements (7), Help, Tutorial, My Profile, and Log out. The main content area is titled 'Study Assistant' and contains a 'Study Assistant Tutorial List' popup. The popup has a title bar 'Study Assistant Tutorial List' and a close button (X). The main heading is 'Welcome to Study Assistant Tutorial List' with the instruction 'Select the tutorial for the Study Assistant module.' Below this is a table with the following content:

| Select                   | List of Tutorials  |
|--------------------------|--|
| <input type="checkbox"/> | Study Assistant UI Overview  |
| <input type="checkbox"/> | How to Submit a New Study Application?   |
| <input type="checkbox"/> | How do I find the latest Approved Versions of my Study documents (Application, Consents, etc)? |

Below the table, there is a checkbox labeled 'Display Study Assistant tutorial at login' which is checked. To the right of this checkbox is a 'Close Tutorial Selection' button. A blue callout box with an arrow points to the 'Study Assistant UI Overview' link, containing the text: 'You can watch the tutorial by clicking on a tutorial's link'. Another blue callout box with an arrow points to the 'Close Tutorial Selection' button, containing the text: 'Or close tutorial by clicking on this button'. The background interface shows a sidebar with 'My Workspaces' and 'Study Assistant' sections, and a main content area with various options like 'Create a New Study', 'Start a Submission', etc.

# This is how your HOME Page will look like when the tutorial popup is closed

The screenshot displays the user interface of the Boston University Medical Campus HOME Page. At the top left, the Boston University Medical Campus logo is visible, along with the user's name, Khaled Khattar, BA, and their last login time, 10/11/2022 08:16 AM EDT. The navigation bar includes tabs for "My Workspaces", "Study Assistant", "Announcements", "Help", "Tutorial", "My Profile", and "Log out". A green arrow points to the "Study Assistant" tab, and a red arrow points to the "My Profile" dropdown menu. Below the navigation bar, there are two main sections: "Featured Study Operations" and "By the Numbers".

**Featured Study Operations**

- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

**By the Numbers**

| Submissions in Process | Forms Pending Submission | Pending My Response | High |
|------------------------|--------------------------|---------------------|------|
| 54                     | 53                       | 4                   | >    |

**Tasks**

|             |    |
|-------------|----|
| All Tasks   | 35 |
| Study Tasks | 33 |

On your homepage, you will have “My Profile” dropdown (red arrow) where you can update your account information. You should also have the “Study Assistant” tab on your Home page (green arrow).

If you don't see “Study Assistant”, submit the ticket in the link below and provide us with your department and institution information:

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