

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

Type “https://inspir.bu.edu” in the web browser’s address bar and click “Enter”; or click on this link: 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

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

INSPIR II

Integrated Network for Subject Protection In Research

Username (not email):

Password:

Log In

1 → Username field
2 → Password field
3 → Log In button

System/Browser Requirements

[INSPIR II Home](#) [INSPIR II Manual](#) [IRB Review Times](#) [User Satisfaction](#)

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

My Workspaces

Study Assistant



Featured Study Operations

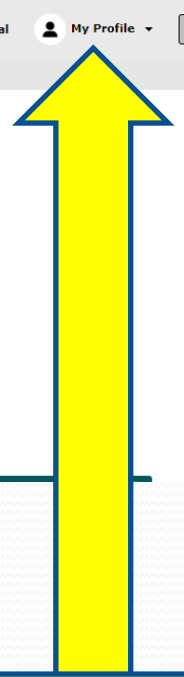
- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

By the Numbers

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

Tasks

- All Tasks **35**
- Study Tasks **33**



Hover your mouse pointer over “My Profile” to extend the dropdown list and then click on My Account

**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)

BO
UNI

The screenshot shows a user profile page with the following fields and annotations:

- Profile:** Last Name: Khattar (marked with a blue star), Job Title: Application Support Specialist (marked with a blue star).
- Contact Information:** First Name: Khaled (marked with a blue star), Middle Name: (marked with a yellow arrow and 'If any'), Email Address: kkhattar@bu.edu (marked with a blue star), Phone: (617) 638-7203 (marked with a blue star and 'Required'), Cell Phone, Pager, Fax: 617-638-7234, Mailing Address: Robinson 4, Room 414I.
- Medical Licenses:** Degree: BA (marked with a yellow arrow), Gender: Male (marked with a yellow arrow).
- Specialty:** (marked with a yellow arrow), with 'Add' and 'Remove' buttons.
- Relationship to Institution:** Affiliated (selected, marked with a yellow arrow and 'If Affiliated'), Non-Affiliated.
- Affiliation:** (marked with a yellow arrow and 'Not Required'), with 'Add' and 'Remove' buttons.
- Department(s):** (marked with a blue star and 'BMC/BUMC-Institutional Review Board(IRB)').

Save Changes

Put your Department/Section and location here

If the department /section is not correct, please submit a ticket at <http://www.appi.bumc.bu.edu/irb/helpdesk/> with the correct department/section.



Update Profile

Then **SAVE** changes (red arrow)

Research Workspace

Study Assistant

- Profile
- Biosketch, CV, Pubs
- Training History
- Medical Licenses
- Signature
- Disclosures
- Signoff Availability
- Notes

* Last Name: Khattar	First Name: Khaled	Middle Name: <input type="text"/>
Job Title: Application Support Specialist	Contact Information (* fields required)	
Status: Active	* Email Address: kkhattar@bu.edu <input type="checkbox"/>	
Degree: BA <input type="text"/>	* Phone: (617) 638-7203 <input type="text"/>	Use for System Notifications
Gender: Male <input type="text"/>	Cell Phone: <input type="text"/>	
Employee ID:	Pager: <input type="text"/>	
Specialty: <input type="button" value="Add"/> <input type="button" value="Remove"/>	Fax: 617-638-7234 <input type="text"/>	
Relationship to the Institution: <input checked="" type="radio"/> Affiliated <input type="radio"/> Non-Affiliated	Mailing Address: Robinson 4, Room 414I <input type="text"/>	
Affiliation: <input type="button" value="Add"/> <input type="button" value="Remove"/>	Department(s)	
<input type="checkbox"/> BUSM or Dental Faculty/Staff	<ul style="list-style-type: none"> • BMC/BUMC-Institutional Review Board(IRB) 	
Representational capacity: <input type="radio"/> Scientist <input type="radio"/> Non-Scientist		

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



My Workspaces

My Profile Account - Khaled Khattar, BA

Back

Research Workspace

Study Assistant

- Profile
- Biosketch, CV, Pubs
- Training History
- Medical Licenses
- Signature
- Disclosures
- Signoff Availability
- Notes

* Last Name: [input]
Job Title: [input] port Specialist
Status: [input]
Degree: [input]

First Name: Khaled Middle Name: [input]

Contact Information (* fields required)

* Email Address: kkhattar@bu.edu
* Phone: (617) 638-7203
Cell Phone: [input]
Pager: [input]
Fax: 617-638-7234

Mailing Address: Robinson 4, Room 414I

Use Navigation Bar

Use this "Back" Button

Relationship to the Institution Affiliated Non-Affiliated

Affiliation: Add Remove

BUSM or Dental Faculty/Staff

Representational capacity Scientist Non-Scientist

- Department(s)
- BMC/BUMC-Institutional Review Board(IRB)

When you are "lost" go HOME and start again

Back to My Home Page



Hello Khaled Khattar, BA
your last login was
10/16/2019 01:09 PM EDT

My Workspaces ▾

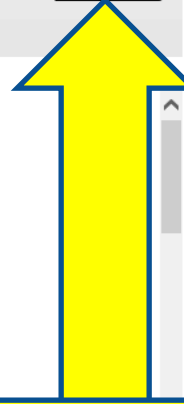
Study Assistant

Featured Study Operations

- Create a New Study
- Start a Study Submission Form
- View My Studies
- View My Studies Submissions
- Track Approvals
- Forms Pending Submission 24

Tasks

- View All Tasks 36
- View Study Tasks 34



To logout click on the "Log out" Button

Study Tasks Outstanding Completed

Search for RB Number, Title, Alias

Task List: All ▾
Board: All ▾

All Tasks Study Tasks

34 result(s) found...

1 - 10 ▶

Click to open	Details	Task Type	Received	Study Status	Study Title Study Nickname	Principal Investigator	Review Board	RB Number	RB Expiration
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Back to My Home Page



Hello Khaleed Khattar, BA
your last login was
10/11/2022 08:16 AM EDT

My Workspaces

Study Assistant

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