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**

Log In

BOSTON UNIVERSITY

BOSTON MEDICAL CENTER
EXCEPTIONAL CARE. WITHOUT EXCEPTION.

INSPIR II
Integrated Network for Subject Protection In Research

Username (not email):

1

Password:

2

3

Log In

System/Browser Requirements

- • **You can Login using your BU username (e.g. "jdoe" if your BU email is "jdoe@bu.edu") along with your BU Kerberos password**
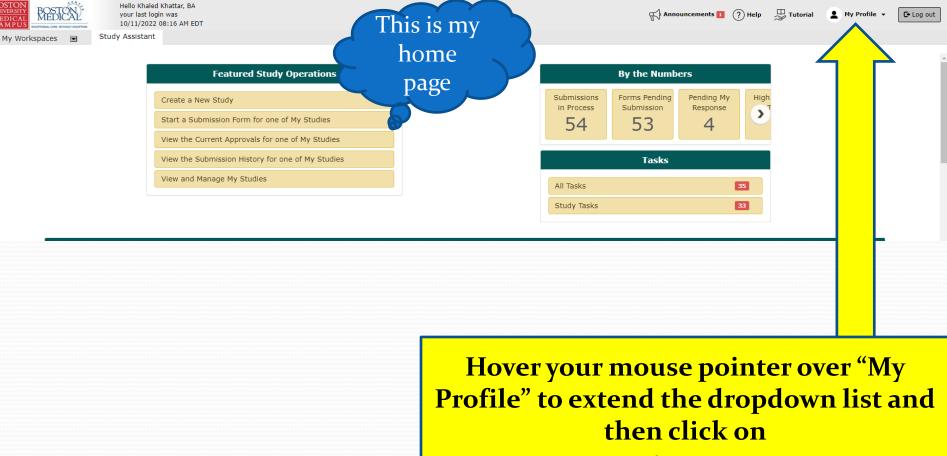
OR

- • **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".

INSPIR II Home

INSPIR II Manual

IRB Review Times

User Satis-faction

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Version 11.02 Build 140 Updated 2019/08/15 11:39

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

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

Announcements **1**   ? Help   Tutorial   My Profile ▼   Log out

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

This is my home page

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
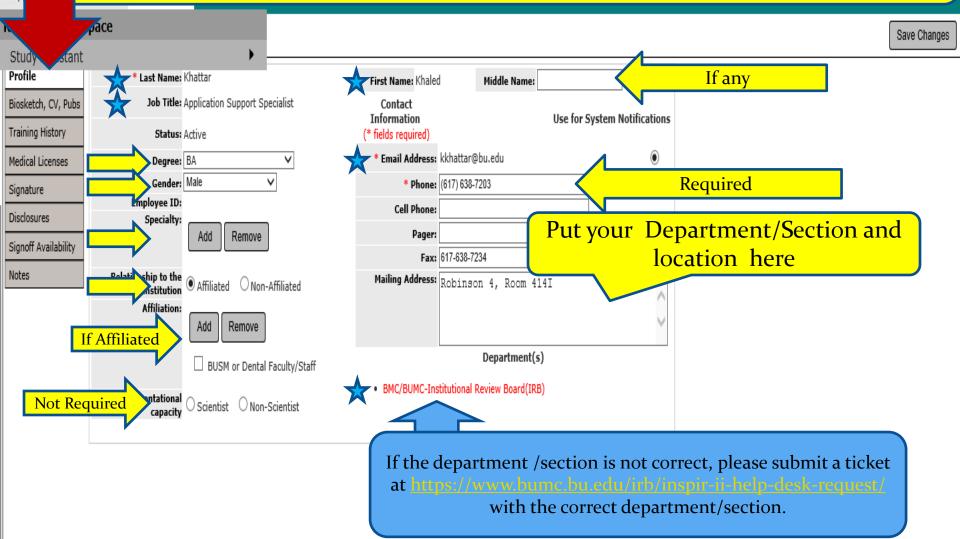## My Account

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

M

pace

Study   stant

Save Changes

Profile

Biosketch, CV, Pubs

Training History

Medical Licenses

Signature

Disclosures

Signoff Availability

Notes

* **Last Name:** Khattar

Job Title: Application Support Specialist

Status: Active

Degree: BA

Gender: Male

Employee ID:

Specialty:

Add   Remove

Relationship to the Institution   ⦿ Affiliated   ◯ Non-Affiliated

Affiliation:

Add   Remove

☐ BUSM or Dental Faculty/Staff

Representational capacity   ◯ Scientist   ◯ Non-Scientist

First Name: Khaled   **Middle Name:** _____

If any

Contact Information
(* fields required)

Use for System Notifications

* **Email Address:** kkhattar@bu.edu   ⦿

* **Phone:** (617) 638-7203   Required

Cell Phone:

Pager:

Fax: 617-638-7234

Mailing Address: Robinson 4, Room 414I

Put your Department/Section and location here

Department(s)

• BMC/BUMC-Institutional Review Board(IRB)

If Affiliated

Not Required

If the department /section is not correct, please submit a ticket at https://www.bumc.bu.edu/irb/inspir-ii-help-desk-request/ with the correct department/section.
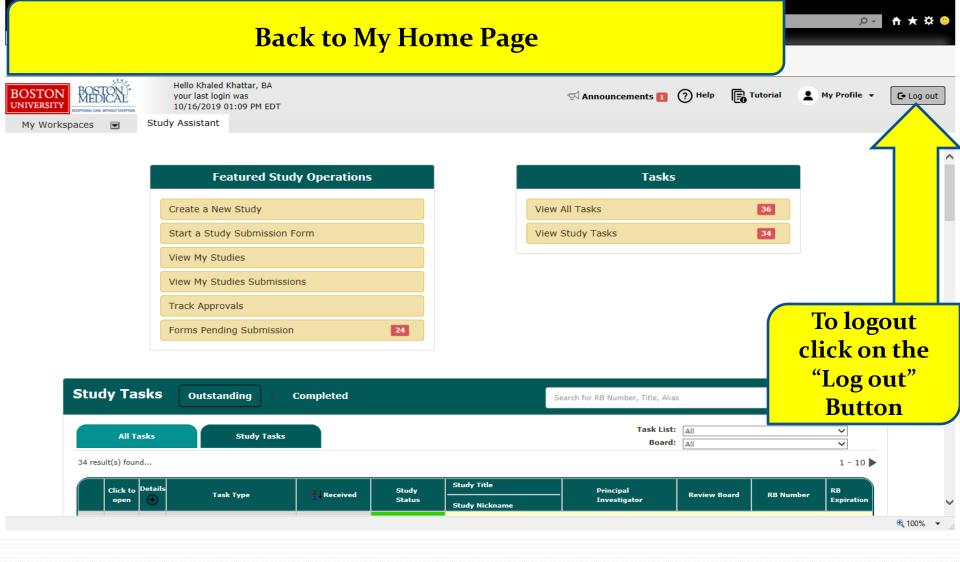
Summary

- 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 Nam _____

Job Titl _____ port Specialist

Statu _____

Degre _____ ▼

First Name: Khaled   **Middle Name:** _____

Contact Information   **Use for System Notifications**
(* fields required)

* Email Address: kkhattar@bu.edu   ⦿

* Phone: (617) 638-7203

Cell Phone: _____

Pager: _____

Fax: 617-638-7234

Mailing Address: Robinson 4, Room 414I

Relationship to the Institution ⦿ Affiliated ○ Non-Affiliated

Affiliation:

[Add] [Remove]

☐ BUSM or Dental Faculty/Staff

Department(s)

• BMC/BUMC-Institutional Review Board(IRB)

Representational capacity ○ Scientist ○ Non-Scientist

Use Navigation Bar

Use this "Back" Button

When you are "lost" go HOME and start again

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

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

📢 Announcements **1**   ❓ Help   📋 Tutorial   👤 My Profile ▾   ⎋ Log out

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

All Tasks	**Study Tasks**

Task List: All
Board: All

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

🔍 100%

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10/11/2022 08:16 AM EDT

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