

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".

Log In



The login page features an aerial photograph of a Boston University building on the left. On the right, there is a red box with the Boston University logo and a blue box with the Boston Medical Center logo. Below these logos, the text reads "INSPIR II Integrated Network for Subject Protection In Research". To the right of the text is a light blue login form with fields for "User ID:" and "Password:", and a "Log In" button.

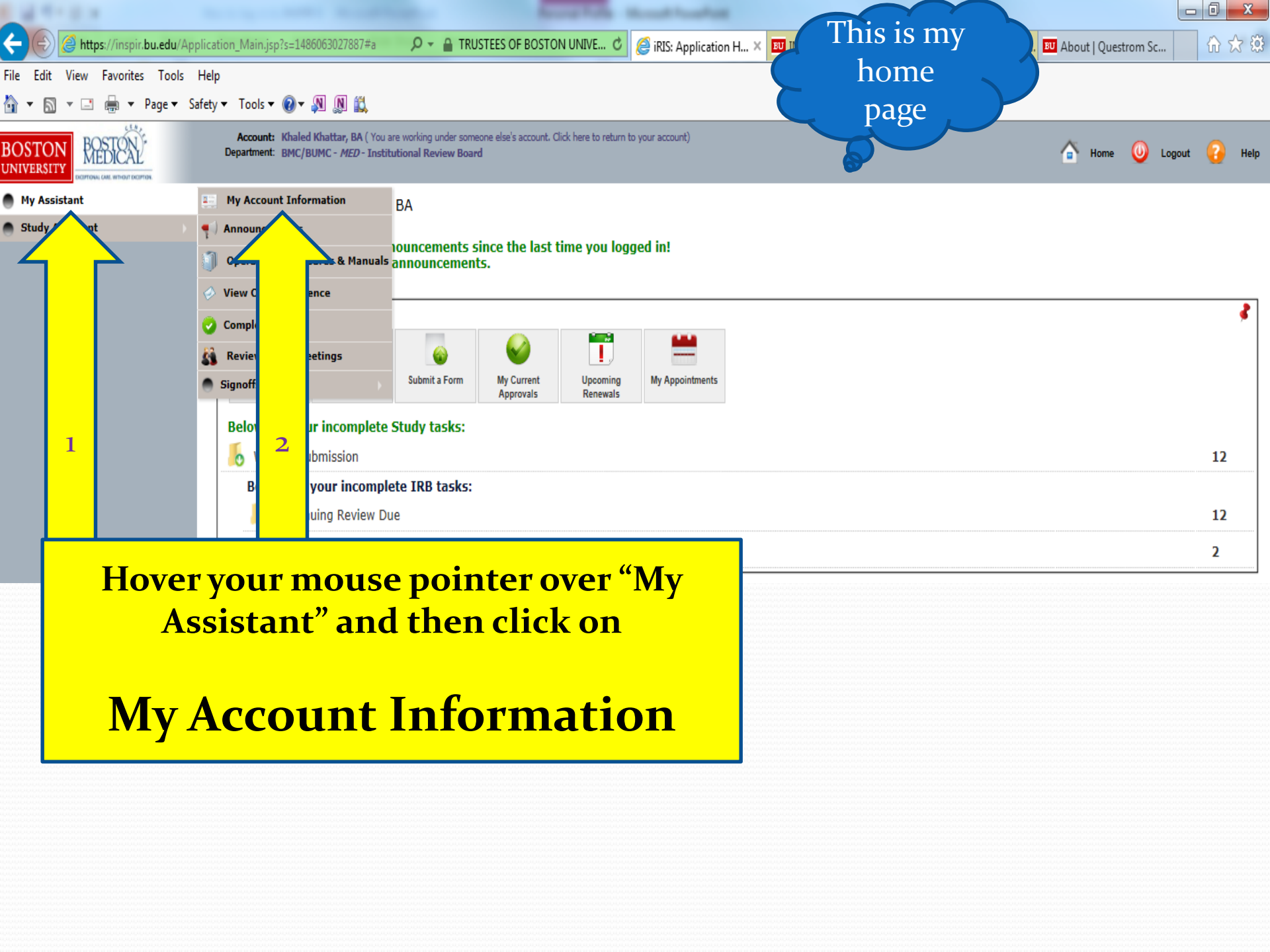
[System/Browser Requirements](#)

[INSPIR II Home](#)

[INSPIR II Manual](#)

[IRB Review Times](#)

[User Satisfaction](#)



This is my home page

1

2

Hover your mouse pointer over "My Assistant" and then click on My Account Information

Account: Khaled Khattar, BA (You are working under someone else's account. Click here to return to your account)
Department: BMC/BUMC - MED - Institutional Review Board

Home Logout Help

- My Assistant
- Study Assistant
- My Account Information
- Announcements
- Compliance & Manuals
- View Compliance
- Completed
- Review Meetings
- Signoff

BA

Announcements since the last time you logged in!
announcements.

Submit a Form My Current Approvals Upcoming Renewals My Appointments

Below are your incomplete Study tasks:

Submission	12
Below are your incomplete IRB tasks:	
Waiting Review Due	12
	2

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)

Profile
Biosketch, CV, Pubs
Education History
Medical Licenses
Signature
Disclosures
Sign-off Availability
Notes

Name: Banks

Suffix:

Prefix:

Job Title: Director, Irb & Human Subjects

Status: Active

Degree: RN, BS, BSN

Gender: --none--

Employee ID:

Specialty: Add Remove

Affiliated Non-Affiliated

Add Remove

BMC Faculty/Staff

Scientist Non-Scientist

Yes No

First Name: Mary **Middle Name:**

Contact Information (* fields required)

*** Email Address:** mbanks@bu.edu

*** Phone:** (617) 638-7210

Cell Phone:

Pager:

Fax:

Personal URL:

Mailing Address:

Department(s)

- BU-Institutional Review Board(IRB)



If any

Required

Put your Department/Section and location here

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



Update Profile
Then SAVE changes (red arrow)

My Account

Back

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:

Relationship to the Institution: Affiliated Non-Affiliated

Affiliation:

BUSM or Dental Faculty/Staff

Representational capacity: Scientist Non-Scientist

First Name: Khaled **Middle Name:**

Contact Information (* fields required)

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

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

Cell Phone:

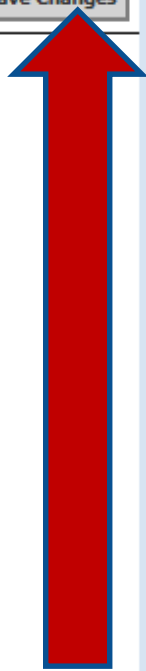
Pager:

Fax: 617-638-7234

Mailing Address: Robinson 4, Room 414I

Department(s)

- BMC/BUMC-Institutional Review Board(IRB)



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 Account - Khaled Khattar, BA Back Save

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

* Last Name: [text box]
Job Title: Support Specialist
Status: [text box]
Degree: [text box]
Gender: [dropdown menu]

First Name: Khaled Middle Name: [text box]

Contact Information (* fields required)

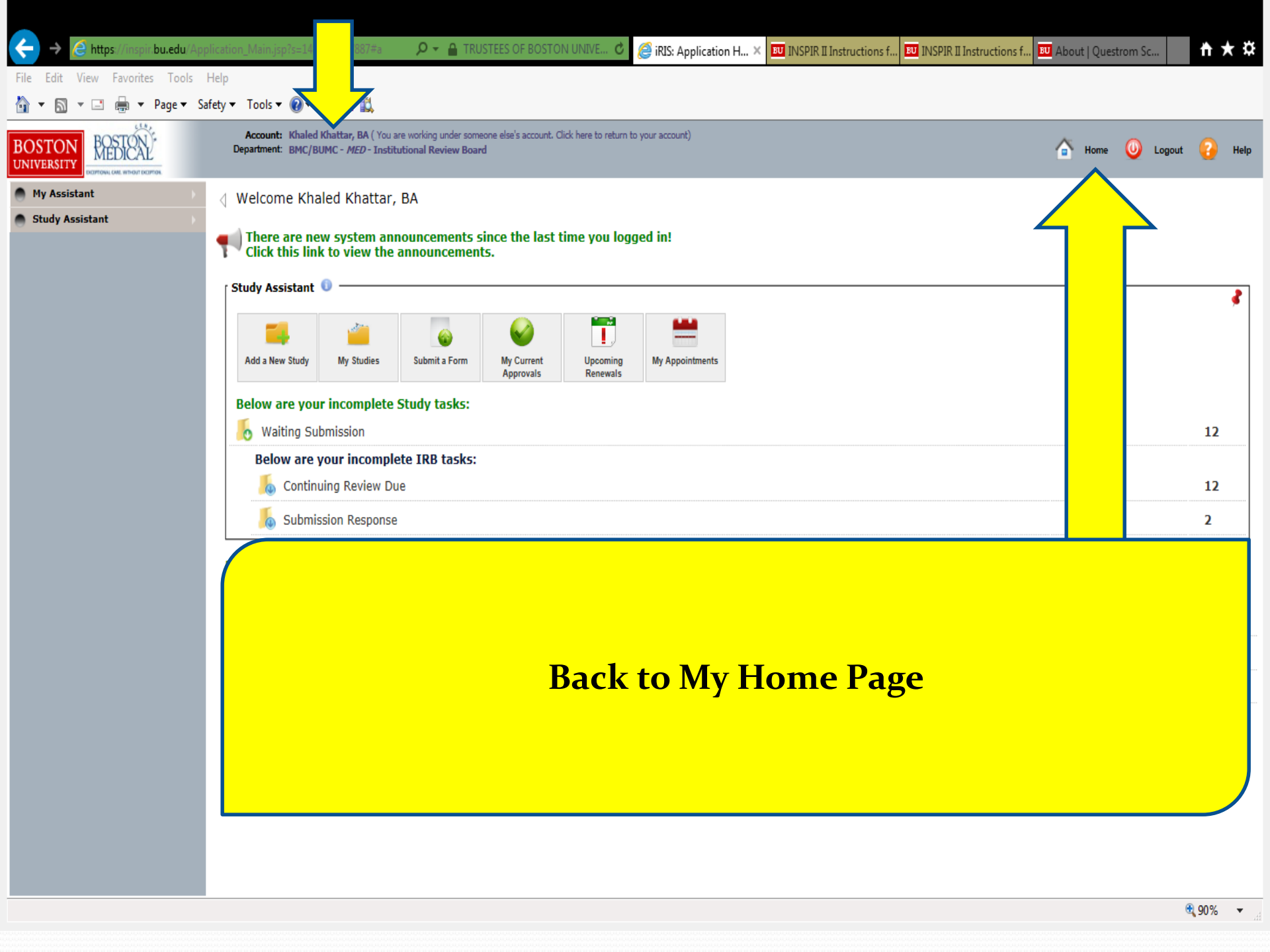
* Email Address: kkhattar@bu.edu
* Phone: (617) 638-7203
Cell Phone: [text box]
Pager: [text box]
Fax: 617-638-7234
Mailing Address: Robinson 4, Room 414I

Use Navigation Bar

Use this "Back" Button

When you are "lost" go HOME and start again

Affiliation: Add Remove
 BUSM or Dental Faculty/Staff
Department(s):
• BMC/BUMC-Institutional Review Board(IRB)
Nationality: Scientist Non-Scientist



Account: Khaled Khattar, BA (You are working under someone else's account. Click here to return to your account)
Department: BMC/BUMC - MED - Institutional Review Board

Home Logout Help

Welcome Khaled Khattar, BA

There are new system announcements since the last time you logged in!
Click this link to view the announcements.

Study Assistant

Add a New Study	My Studies	Submit a Form	My Current Approvals	Upcoming Renewals	My Appointments
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Below are your incomplete Study tasks:

Waiting Submission 12

Below are your incomplete IRB tasks:

Continuing Review Due 12

Submission Response 2

Back to My Home Page