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

• 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”.

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.
This is my home page

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)

If Affiliated

If any

Required

Put your Department/Section and location here

If the department/section is not correct, please submit a ticket at [http://wwwapp1.bumc.bu.edu/irb/helpdesk/](http://wwwapp1.bumc.bu.edu/irb/helpdesk/) with the correct department/section.
Update Profile
Then SAVE changes (red arrow)
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 username 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
Use Navigation Bar

Use this “Back” Button

When you are “lost” go HOME and start again
To logout click on the "Log out" Button
To logout click on the “Log out” Button