How to get access to INSPIR

The INSPIR system connects to two Active Directories, the BU Active Directory and the BMC Active Directory, to authenticate users before logging them into INSPIR.   As a result, you will need a BU account or a BMC account to be able to log in or be added on a study. If you never had an INSPIR account before, one will be created as soon as you login to INSPIR for the first time. Here are some questions using "Yes" or "No" answers which contain specific instructions that will guide you through the process:

1. **Do you have a BU account (e.g. jdoe@bu.edu) or a BMC account (e.g. jane.doe@bmc.org) or both?**
   a. **No.** (Then you need to fill out and submit the following form to request Access to INSPIR: http://www.bumc.bu.edu/irb/inspir-ii/request/. The IRB needs to determine the best way to add you to a study in INSPIR.)
   b. **Yes.** I already have BOTH, a BU account and a BMC account. (In this case, and this is very important, you need to fill out and submit the following form: http://www.bumc.bu.edu/irb/request-inspir-access-using-bmc-credentials/. This will allow us to convert your INSPIR account into a hybrid account accessible by both your BU and BMC credentials. For now, either you can use your BU account (Continue to Step 2) OR your BMC account (Skip to step 4) to login into INSPIR. We suggest that you login to INSPIR by using the one that you will have for a longer period of time; using an affiliate account (formerly known as a Guest account) to login to INSPIR is not encouraged. Make sure you consistently use that same account to login in the future.)
   c. **Yes.** I already have a BU account only. (Continue to Step 2)
   d. **Yes.** I already have a BMC account only. (Skip to Step 4)

2. **Do you recall your BU account Kerberos password?**
   a. **Not sure.** (You can check whether you know your BU Kerberos password by trying to log into "http://www.bu.edu/phpbin/change-entry/change.php" using your BU username along with your BU Kerberos password. Your BU username is the text part of your BU email address before "@bu.edu"; for example, if your BU email address is "jdoe@bu.edu", then your username is "jdoe". If you are not successful, then follow the instructions in Step b below. If you are successful, continue to Step 3 below.)
   b. **No.** I don't recall what my BU account Kerberos password is. (You can visit the Medical Campus Library with a photo ID and ask to have your BU Kerberos password reset. If you are not able to visit the Library, please contact BUMC IT at 617-638-5914.)
   c. **Yes.** I have a BU account and I know what my BU Kerberos password is. (Continue to Step 3)

3. Try logging into INSPIR at https://inspir.bu.edu/ using your BU username along with your BU Kerberos password. Your BU username is the text part of your BU email address before "@bu.edu"; for example, if your BU email address is "jdoe@bu.edu", then your username is "jdoe"). **Were you able to get past the INSPIR login page?**
    a. **No.** (Please fill out and submit the following ticket so we can troubleshoot what the issue is: http://wwwapp.bumc.bu.edu/irb/helpdesk/. In this ticket, tell us that you have used the correct credentials but still cannot login to INSPIR.)
    b. **Yes.** I was able to login and get to my INSPIR Home page. (Skip to Step 5)

4. Try logging into INSPIR at https://inspir.bu.edu/ using your BMC username along with your BMC password (same credentials BMC personnel use to login to EPIC). Your BMC username is usually the first 2 letters of your first name followed by the first 5 or 6 letters of your last name; for example, if your first name is Jane and last name is Doe, then your BMC username is likely to be "jadoe"). **Were you able to get past the INSPIR login page?**
    a. **No.** (You need to check with BMC IT to see whether your BMC credentials are correct, and if they are, whether there are any restrictions on your BMC account)
    b. **Yes.** I was able to login and get to my INSPIR Home page. (Continue to Step 5)

5. **On your INSPIR Home page, under the BMC logo and next to the "My Workspace" tab, do you see the "Study Assistant" tab?**
    a. **No.** (Then you need to submit a ticket at http://wwwapp.bumc.bu.edu/irb/helpdesk/ and tell us what your department should be listed as. This step will give you access to the "Study Assistant")
    b. **Yes.** I already have the "Study Assistant" tab. (Continue to Step 6)

6. **Update your INSPIR account profile by following these instructions:** http://www.bumc.bu.edu/irb/files/2011/03/Personal-Profile.pdf

Once you are done with Step 6, your INSPIR account is ready to use.