

How To Update the Department in your Personal Profile

Featured Study Operations

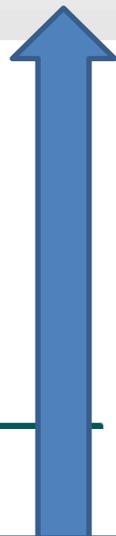
- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

By the Numbers

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

Tasks

All Tasks	35
Study Tasks	33



When you login into INSPIR II (<https://inspir.bu.edu/>), you will get to this page. This is your Home page

Hover your mouse on the “My Profile” to extend the list, then click on “My Account”.

This will open the "My Account" page.

Account: Khaled Khattar, BA
Department: BMC/BUMC - MED - Institutional Review Board
Path: Home

Announcements 7 Help My Profile Log out

My Workspaces My Profile My Account - Khaled Khattar, BA Back Save Changes

Profile	* Last Name: Khattar	First Name: Khaled	Middle Name:
Biosketch, CV, Pubs	Job Title: Application Support Specialist	Contact Information Use for System Notifications	
Training History	Status: Active	* Email Address: kkhattar@bu.edu	
Medical Licenses	Degree: BA	* Phone: (617) 638-7203	<input type="checkbox"/>
Signature	Gender: Male	Cell Phone:	
Disclosures	Employee ID:	Pager:	
Signoff Availability	Specialty: Add Remove	Fax: 617-638-7234	
Notes	Relationship to the Institution: <input checked="" type="radio"/> Affiliated <input type="radio"/> Non-Affiliated	Mailing Address: Robinson 4, Room 414I	
	Affiliation: Add 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		

If your current department in INSPIR is incorrect or it is vague (such as MEDICINE or Boston Medical Center), then it needs to be corrected or updated. Please submit a quick ticket to the INSPIR System Administrator, with your Institution/School and Department/Section info, requesting the change at:

<https://www.bumc.bu.edu/irb/inspir-ii-help-desk-request/>