How To Update the Department in your Personal Profile
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”.

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: 54
- Forms Pending Submission: 53
- Pending My Response: 4

Tasks
- All Tasks
- Study Tasks
This will open the “My Account” page.

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:

http://www.app.bumc.bu.edu/irb/helpdesk/.