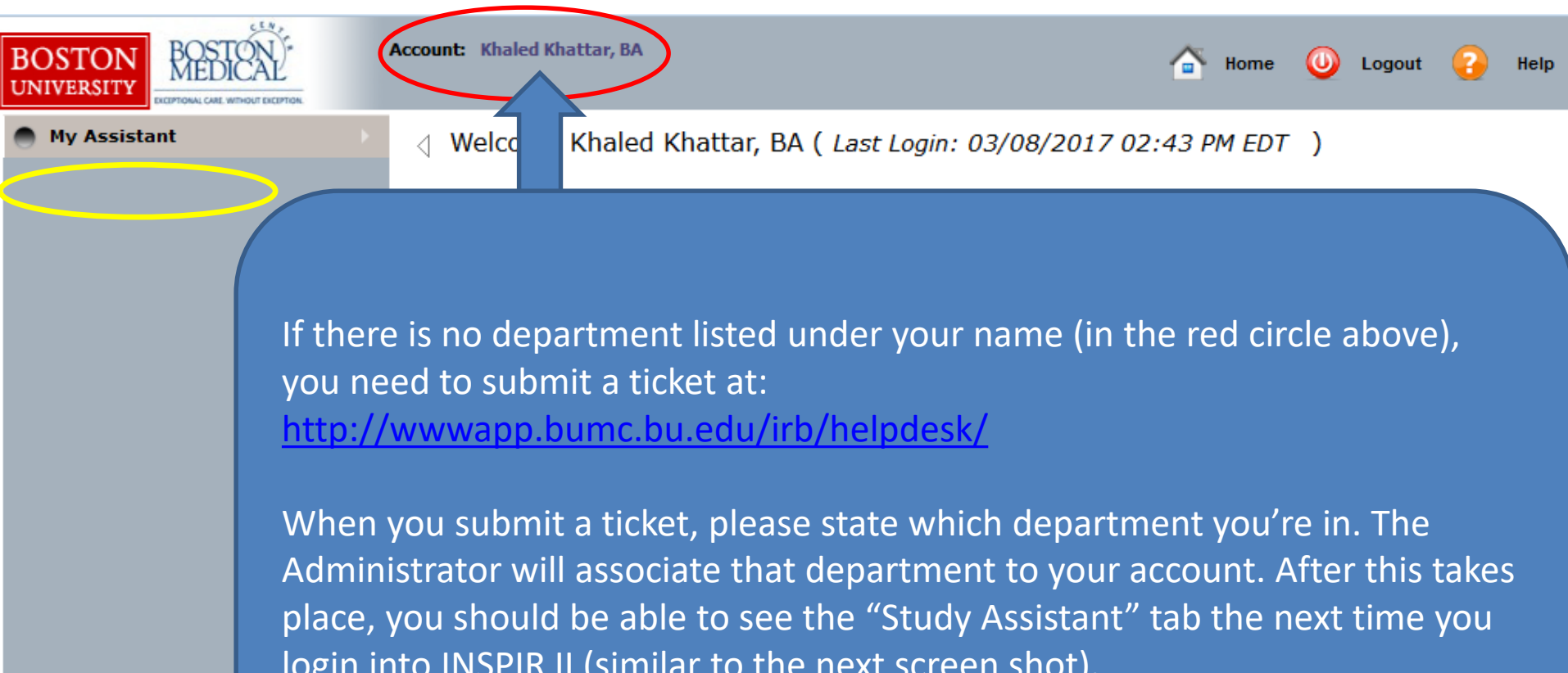


How to get the “Study Assistant”  
tab if I don’t see one when I log  
in into INSPIR II

**When you login into INSPIR II, the system will take you to your Home page. If you don't have the "Study Assistant" tab on the left (yellow circle), then your INSPIR account needs to be associated with a department. A department should be listed under "Account" (red circle)**



**BOSTON UNIVERSITY** **BOSTON MEDICAL** EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Account: **Khaled Khattar, BA**

Home Logout Help

My Assistant

Welcome Khaled Khattar, BA ( Last Login: 03/08/2017 02:43 PM EDT )

If there is no department listed under your name (in the red circle above), you need to submit a ticket at:  
<http://wwwapp.bumc.bu.edu/irb/helpdesk/>

When you submit a ticket, please state which department you're in. The Administrator will associate that department to your account. After this takes place, you should be able to see the "Study Assistant" tab the next time you login into INSPIR II (similar to the next screen shot).

Welcome Khaled Khattar, BA ( Last Login: 03/08/2017 02:43 PM EDT )

- Add a New Study
- My Studies
- Submit a Form
- My Current Approvals
- Upcoming Renewals
- My Appointments
- Unpin Study Assistant from the Content Dashboard

My Current Approvals	Upcoming Renewals	My Appointments

11

12

2

**Below are your incomplete Study tasks:**

**Below are your incomplete IRB tasks:**

- |                     |                |   |
|---------------------|----------------|---|
| Reviewer Assignment | Open Dashboard | 1 |
| Analyst Assignment  | Open Dashboard | 2 |

Hover your mouse over "Study Assistant" to extend its menu of options