



IRB Staff – Update Human Subjects Training in ESTR

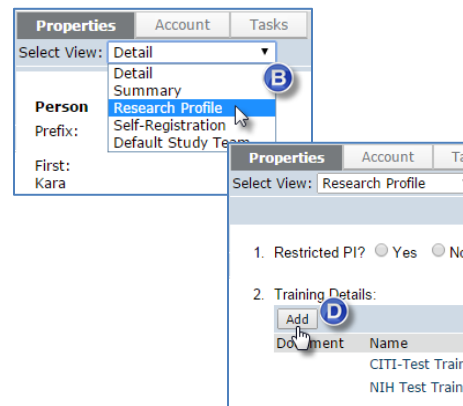
1. Navigate to the person’s profile

Via the Unassigned Tab	OR	Via a Main Study Workspace
<ol style="list-style-type: none"> 1. Click “Submissions” 2. Click “Unassigned” 3. Click any Department Name to go to the space to search by person name 4. From the Find menu, select “Contacts” 5. Type in the first and last name, on the left 6. Click “Find Now” 7. Click the person name in the results provided to view details 		<ol style="list-style-type: none"> 1. Navigate to the main study workspace for the preferred PI 2. Click the History Tab 3. Click the name of any person that appears in blue

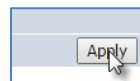
Optional Step: Once you have navigated to the contact search space, bookmark the page using your browser. Then you can use the bookmark to skip the navigation steps in the future.

2. Make edits to the Research Profile

- Within the profile space, click the “select view” dropdown
- Select “Research Profile”
- Once selected, the Research Profile screen will appear
- Click “Add”
- Fill in the items on the pop up and attach certificate, as appropriate
- Click “ok”



- Apply the changes:** Click “Apply” on the right side of the Research Profile



- To return to your regular screens, click “My Inbox” at the upper right or “IRB” at the upper left.