

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 1. Click "Submissions" 1. Navigate to the main study workspace for the 2. Click "Unassigned" preferred PI 3. Click any Department Name to go to the space 2. Click the History Tab to search by person name 3. Click the name of any person that appears in 4. From the Find menu, select "Contacts" blue 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 My Projects Fast Find Rebecca Simms (pi) [Ga Find: Contacts Organization: Name: Rebecca Simms (pi) Title: Project Contacts Documents IRB Assignment Details Reviews Contact Last: Filter by 🥝 Activity Go Clear Advanced • Properties Account Projects Simms Activity Author Contact First: Select View: Detail Submitted and provided assurance Simms (pi), Rebecca Rebecca Find Non @lerson Copied Study Simms (pi), Rebecca efix: Employer Contacts 1 - 1 of 1 Simms (pi), Rebecca Time Zone First:

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

- A. Within the profile space, click the "select view" dropdown
- B. Select "Research Profile"
- C. Once selected, the Research Profile screen will appear
- D. Click "Add"
- E. Fill in the items on the pop up and attach certificate, as appropriate
- F. Click "ok"



3. Apply the changes: Click "Apply" on the right side of the Research Profile



4. To return to your regular screens, click "My InBox" at the upper right or "IRB" at the upper left.