

Job Aid Title	Edit User Profile
Relevant Users	All Users
Covered Topics	How to edit your user profile

Please complete your eIRB user profile the first time you log in to the system. Your user profile must be accurate in order for eIRB functions, such as email notifications, to work correctly.

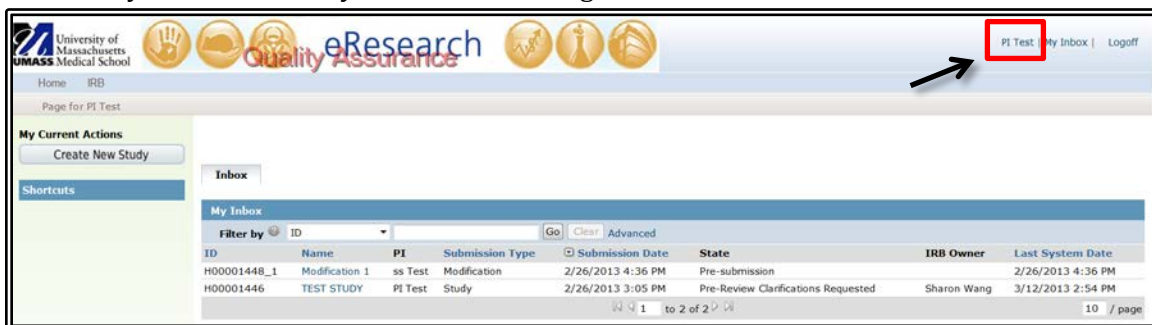
1. Log into eIRB

- Log in using your assigned username and password.

! Note: Refer to the [How to Log into eIRB / Forgot My User Name or Password](#) Job Aid for instructions on how to log into eIRB.

2. Update your User Profile

- From your Inbox, click your name in the right hand corner of the screen.



- This will open your user information.
- Select View: **Detail**

Root > PI Test

PI Test

Title: _____ **E-mail:** _____
Department: None **Business:** _____
Division: None **Mobile:** _____
ID: hpeddh9k

Properties

Select View: Detail

Honorific: Dr. **Organization:** University of Massachusetts
First: PI **Department:** None
Middle: _____ **Division:** None
Last: Test **Title:** _____
Preferred First: _____ **Degree:** MD
Preferred Middle: _____
Preferred Last: _____

Business: _____ **E-mail 1:** testPI@umassmed.edu
Mobile: _____
Home: _____
Fax: _____

* Required



- Insert Required Information marked with * (Degree).
! Note: It is important that you add your degree(s) so that the information appears in the Project Personnel list and merges correctly into any IRB determination letters.
- Insert/Update your **E-mail 1** information (Green Arrow on the figure above).
! Note: eIRB notifications will be delivered to the email address listed in your eIRB user profile. **In order for this functionality to work, the email address in your eIRB user profile must be correct.**
- We recommend that you Insert/Update your **Business** telephone number
- Once you have inserted/updated your information, click **Apply** at the bottom right of the window.

Business: E-mail 1: testPI@umassmed.edu

Mobile:

Home:

Fax:

* Required