Training Course for Investigators and Research Staff

How to Edit Your Contact Information & webIRB Profile
What you will learn

1. How to update your contact information.
2. How to update your webIRB profile.
Links to Sites

1. webIRB website
   - https://webirb.research.ucla.edu

2. webIRB Training (Sandbox) website
   - https://webirbsandbox.research.ucla.edu/sandbox
Update Your Contact Information

To update your contact information:
1. Click your name at the top of your homepage.
Update Contact Information

2. The contact information screen will open.

3. You can update the information in any of the text boxes – except your name.

Note: If you change departments or employee status, changes that you make may be written over by the employee database.

4. When you are finished, click Apply.

5. Then click My Home.
Updating Your Profile

When you are on your **Home** page
1. Click on the **Profile** Tab
2. Then click on the **blue link** to your profile
Profile Smartform

1. Once you are in your Profile, click **Edit Researcher Profile**

2. Your **Profile** smartform will open.
Completing the Profile Smartform

1. You can navigate through the smartform by using the **Jump To** menu as well as the **Continue** button.

2. The information in blue type is auto-populated from the UCLA employee database and cannot be edited through webIRB.

   You are able to edit the information in all of the other fields, such as: checkboxes, text boxes, and the select and add items.
Section 3.0: Default Information

Tip: Default Study Staff
If you are a PI and usually work with one contact person and one or more key personnel, add their information to your profile (Section 3). That way it will automatically be entered into all of your new applications.

The same is true if you are part of a study team and usually work with one PI.
Section 4.0: Contact Information

1. Your title and contact information is taken from the Contact Information page (See slide 4 for how to update contact information).

2. To save and exit the profile, click **Finish**.

3. Then click **My Home** at the top of the screen.
Where to Get Help

Contact Us

The webIRB Helpdesk

Hours: 8:30AM - 4:30PM weekdays
Phone: (310) 267-1887
Email: webIRBHelp@research.ucla.edu

The OHRPP Office

Office of the Human Research Protection Program (OHRPP)
11000 Kinross Avenue, Suite 102
Box 951694
Los Angeles, CA 90095-1694
Campus Mail Code: 169407

Website: http://ohrpp.research.ucla.edu/
Questions?