**Finding the Profile Smartform**

1. From your Home Page, click the **Profile Tab**

2. Click on the link to your profile

**Edit the Profile**

1. Click **Edit Research Profile**

2. The Profile Smartform will appear

**Completing the Smartform**

1. The Profile Name should be in the format: `<First Name> <Last Name> Profile`

**Smartform Items**

- **Section 2.0 Basic Profile Information**

  1. This section collects information about your affiliations and training

  2. Complete the checkboxes, text fields and uploads, as applicable.

  **Note:** The Blue links (see below) are imported from the employee database. You cannot modify this information in the smartform. This information is automatically transferred to the application smartform.

- **Section 3.0 Default Information for new webIRB Submissions**

  4. The information in this section will automatically populate the application smartform whenever you start a new study. If it does not apply to a specific study, it can easily be updated in the application.
**Smartform Items (cont.)**

- **Section 4.0 Contact Information**

  1. This information is auto-populated from your account page. Follow the directions in the next section if you need to complete or update this information.

  **Contact Information**

  1. **Business Phone:**

  2. **Mobile Phone:**

  3. **Fax:**

  4. **E-mail #1:**

  webirbtest@webirbtest.clickcommerce.com

  5. **E-mail #2:**

  6. **Business Address:**

     Address Line 1:
     Address Line 2:
     Address Line 3:
     City:
     State/Province:
     Postal Code:
     Country:

  2. Click **Finish** at the top of the page

  ![Finish button]

  3. Type in your contact information.

  ![Contact Information form]

  4. Click **Apply**

  5. Click **My Home** at the top of the page to return to your Home Page