UCLAwebIRB

Updating Your Contact Information and Profile in webIRB

Updating Your Contact Information

 After logging into webIRB at <u>https://webirb.research.ucla.edu/WEBIRB/</u> click on your name to go to your contact information section. A PI5 | My Home | Logoff

- 2. Provide or update your:
 - a. Email address
 - b. Degree(s)
 - c. Title
 - d. Department
 - e. Telephone number
- 3. Click on the **Apply** button to save your information.

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Updating Your Profile

1.	After logging into webIRB at <u>https://webirb.research.ucla.edu/WEBIRB/</u> click the Profile tab:	Inbox My IRB Studies Profile		
2.	Once in the Profile tab, click on the link to go to your profile:	Inbox My IRB Studies Profile Any training profiles/certifications on record in the system are displayed here.		
3.	Click on Edit Researcher Profile:	Current State Active Bepartment: SOCIOLOGY Created: 11/8/2011 1:31 PM Last Modified: 11/8/2011 1:31 PM		
4.	Complete Section 1.0 of your profile. Use the Continue button to navigate through your profile and complete all required sections.	Edit: Account Profile - 00074333 Save Exit Hide/Show Errors Print Jump To: Ontinue >> Investigator/Study Personnel I.0 The Investigator/Study Personnel Profile provides basic information on all study personnel. It is used by the webIRB system to identify you and to populate screens for each new study application. Profile Name: A PI5's Profile		
5.	Upload your training certifications and CV in Section 2.0, Items 6.0-8.0:	6.0 Documentation of Human Subjects Protection Training: Add Document Name Document Name Version 6.1 Training Expiration Date: Image: State of the state of		
6.	Remember to click on Save and Exit when you are done updating your profile	Edit: Account Profile - 00074333 Save Exit Hide/Show Errors Print Jump To: Continue >>		