HREBA Health Research Ethics Board of Alberta

RESEARCHER PROFILE

Everyone registered in IRISS will have their own profile page where you can see which HREBA Committee(s) you are associated with and what roles you hold in IRISS. You can also link to the studies you are involved in, update your contact information or add/update the documents on your profile (i.e. CV, TCPS2 Core Tutorial Certificate, CPSA Medical Practice Permit).

1. To view your profile page, click on **Researcher Profile** on the dark blue bar at the top of the page.

My Home	Researcher Profiles
Page for IRISS CertPI7	
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2. Click on your profile link under the **Name** column to open your profile.

Res	Researcher Profiles		
Filt	er by 🎱 Name 🗸		
	Name		
P	IRISS CertPI7's Profile		

- 3. On your main profile, you can view:
 - ① Which HREBA Committee(s) you are associated with.
 - ② What roles you have in IRISS.
 - ③ Click on the link to view the document(s) you have attached to your profile.
 - ④ Shows the studies you are involved with. Click on the study name or study icon to open the study workspace.
 - ⑤ Click here to Edit your profile information.

IRISS					IRISS CertPI7 My Home Logoff
Welcome to IRISS My Hor	ne Researcher Profiles				
Researcher Profiles > IRISS	CertPI7's Profile				
Current State Active C Edit Researcher Profile Printer Version	IRISS CertPI7's Profile Committee(s): HREBA-CHC Role(s): Principal Investigator Registered User	Documentation: CV: CV - July 1, 2015(0.02) TCP52 Core Tutorial Certificate (Other Self Registration Document Other Documents:	3 of Completion: TCP52 Core Tutorial Certific ntation: Not Provided	tate(0.01)	
		Name Date last No Other Documents Provided	modified	Version	Link
	ACC Documentation:	geons of Alberta Medical Practice Permit: CPSA	Medical Practice Permit - 2015(0.01)		
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	Biosafety Permit: Not Provided Research History Log	Radioactive Materials Permit: No	It Provided		
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EDITING YOUR RESEARCHER PROFILE

- 1. Click on Edit Researcher Profile to open.
- 2. You can move through the profile using the **Jump To** menu or **Continue** button.
- 3. To change your personal information, go to the Contact Information page (pg. 2).

Important! Please ensure you have a valid email address on the Contact Information page in order to receive IRISS notifications.

4. To add/update documents on your profile go to the Documentation page (pg. 4). Click on the **Add** or **Upload Revision** button beside the appropriate section.

Save Exit Hide/Show Errors Print Jump To: Documentation •	Continue >>			
Supporting Documentation				
CV: CV.docx(0.01) Upload Revision Y To update the your current document				
TCPS2 Core Tutorial Certificate of Completion: TCPS2 Certificate.docx(0.01)				
Other Self Registration Documentation: [None] Add To add a new document				
Other Documents:				
Add Description				
There are no items to display				
====== REB =======				
Current College of Physicians and Surgeons of Alberta Medical Practice Permit: CPSA Medical Practice Permit.docx(0.01) Upload Revision Delete				
ACC				
DVM Degree: [None] [Add]				
ABVMA License: [None] [Add]				
Biosafety Permit: [None] [Add]				
Radioactive Materials Permit: [None] Add				
Save Exit Hide/Show Errors Print Jump To: Documentation •	Continue >>			

5. When the Submit Document box opens, click Browse (or Choose File if on a Mac) to choose the appropriate document from your computer. Click OK

Submit a Document	(Help)
Title: * File: C:\Documents and Settings\dmacmill\Desktop\] Browse Show Advanced Options	If not provided, the name of the file will be used
* Required	Cancel

6. Once you have made all the appropriate updates to your profile, click on **Save** then **Exit** at the top or bottom of the page or if you are on the **Final** page, click **Save & Close**.