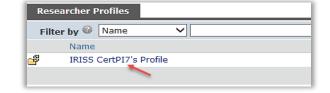
IRISS View & Edit Researcher Profile

YOUR RESEARCHER PROFILE

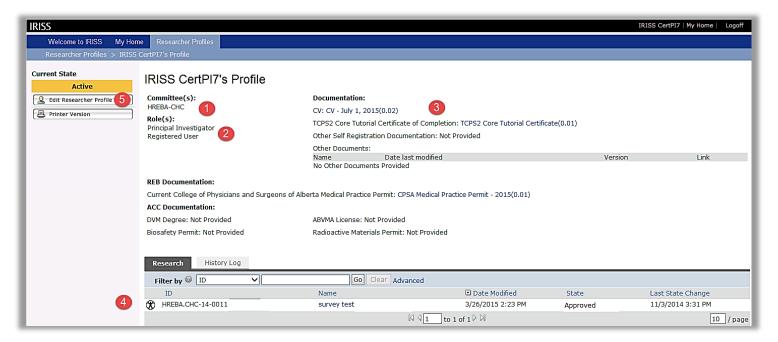
Everyone registered in IRISS will have their own profile page where you can see which HREBA Committee(s) you are associated with and what roles you hold in IRISS. You can also link to the studies you are involved in, update your contact information or add/update the documents on your profile (e.g. curriculum vitae, 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.





- 2. Click on your profile link under the **Name** column to open your profile.
- 3. On your main profile, you can view (numbers correspond to diagram below; numbers in red):
 - 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
 - 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.



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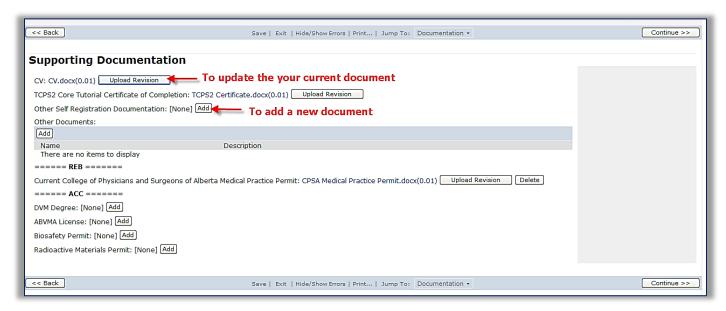
IRISS View & Edit Researcher Profile

EDIT YOUR RESEARCHER PROFILE

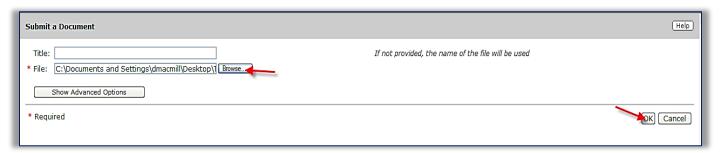
- 1. Click on Edit Researcher Profile to open.
- 2. You can move through the profile using the **Jump To** menu or **Continue** button.
- 3. To change your personal information, go to the **Contact Information** page (pg. 2).

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.



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



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.**

QUESTIONS?

General Inquiries: info@hreba.ca

Technical "how to" Inquiries: iriss.support@ucalgary.ca

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