PRINT / SAVE Closure Notification
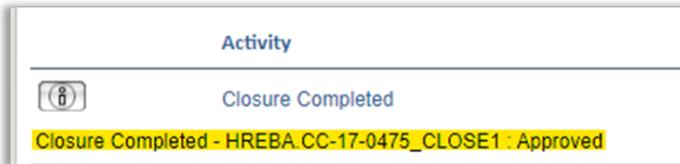
Any member of the study team can print/save the closure notification for a study:

1. Log in to IRISS: https://www.ucalgary.ca/iriss/

2. Click on name of study under your **REB tab** to open the Study Workspace

3. Under the **History Tab**, click on the **Closure Completed – HREBA.CC-XX-XXXX_ClOSE1 : Approved** Link to bring you to the **Closure Workspace**


4. **OR**, if you receive an **email notification** from IRISS, you can **click on the Study link** in the notification to bring you directly to the **Closure Workspace.**

5. To ensure you are on the correct workspace, it should show **Closure: Closure 1 for REB Certification #HREBA.CC-XX-XXXX (HREBA.CC-XX-XXXX)** at the top of the Workspace page. To open the Closure Notification, click on the link to the right of **Closure Notification:** "**HREBA.CC-XX-XXXX CLOSE1_CloseStudy.html**" (see screenshot below)

6. Once the certificate is open, right click and select the **Print** option from the menu.
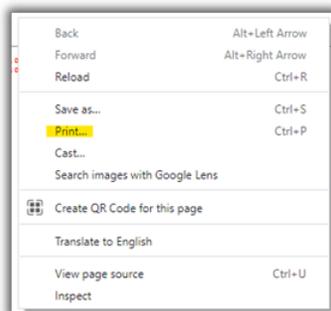
7. When the print box opens, choose the appropriate print option. If you want to print it to a pdf choose **Adobe PDF**, or if you do not have Adobe Acrobat software, choose **Microsoft Print to PDF**. If you want to print it directly to your printer, click on the **printer name.** If the printer name does not show in your list of options, click on **See more…** and choose the appropriate printer name – then click on **print** at the bottom of the box.
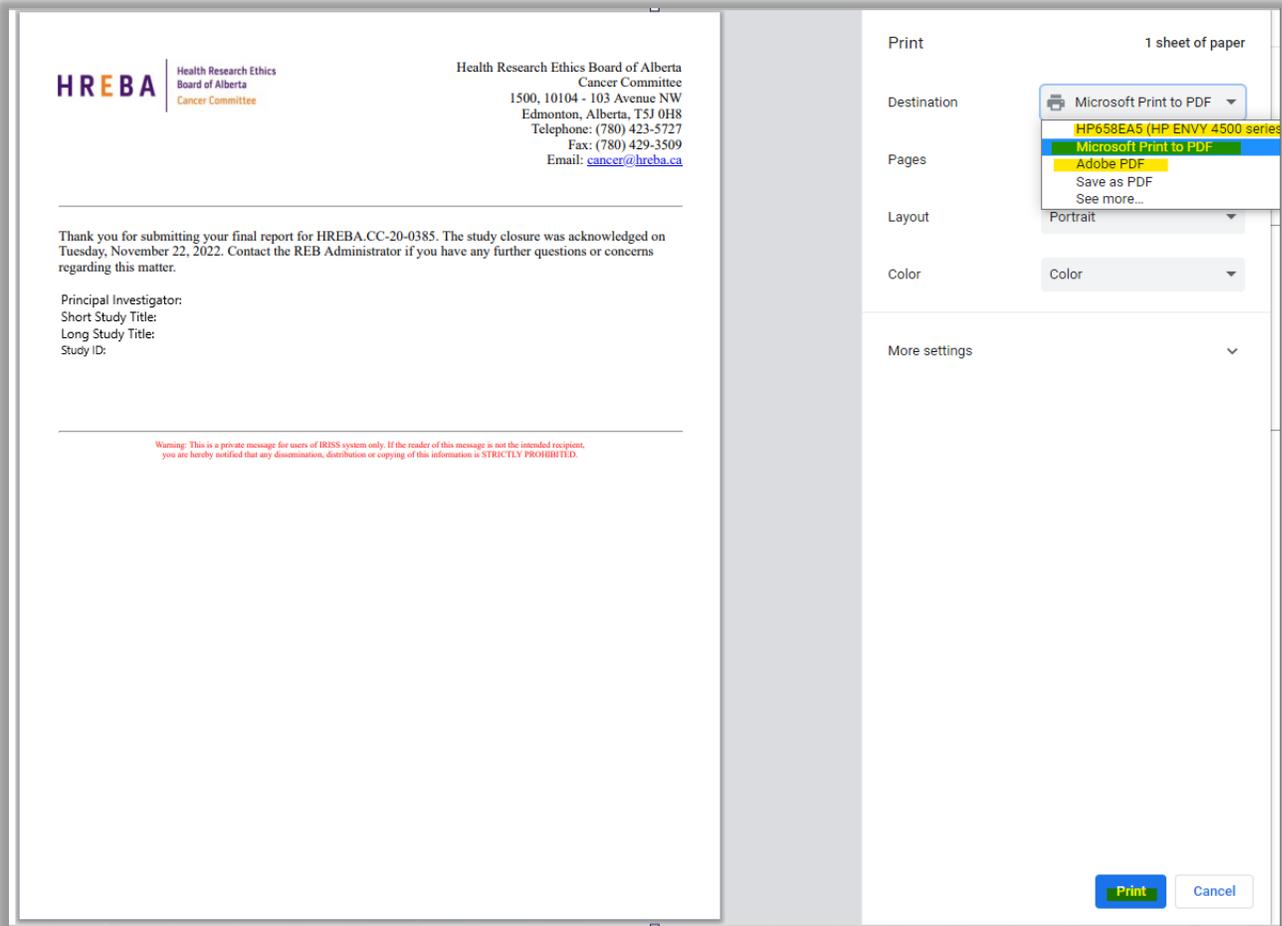
8. When you click on Print, if you chose **Above PDF** or **Microsoft Print to PDF** the **Save Print Output As** box will open and you can name and save the PDF to the appropriate location on your system.

9. If you choose **See more** and chose a printer, it will send the document directly to the printer.