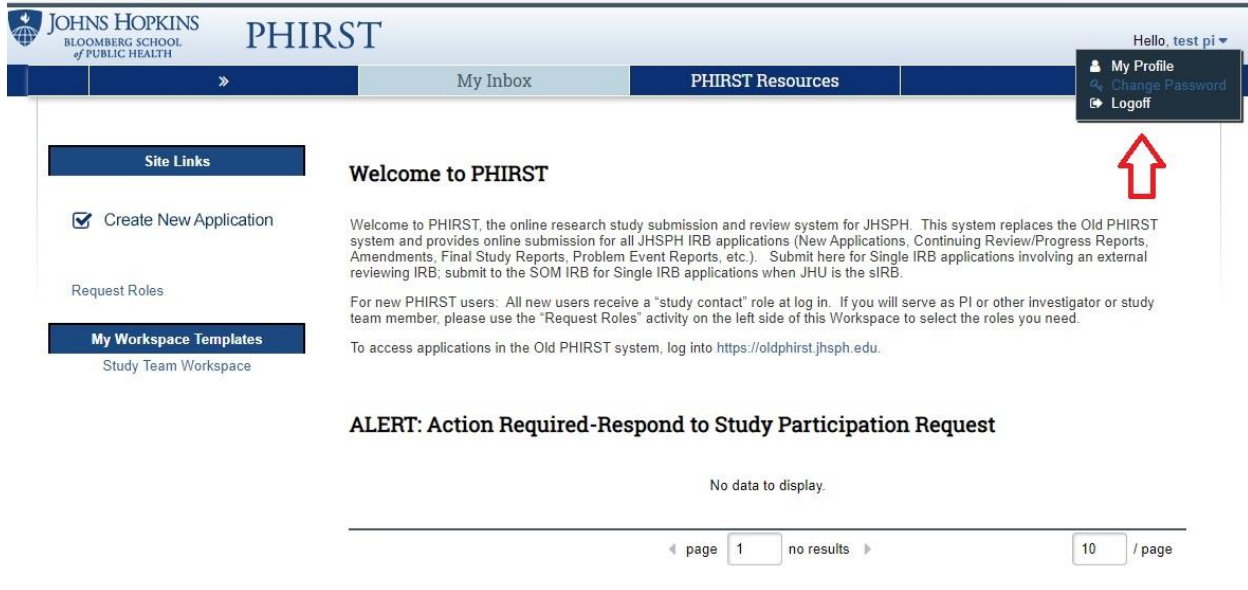


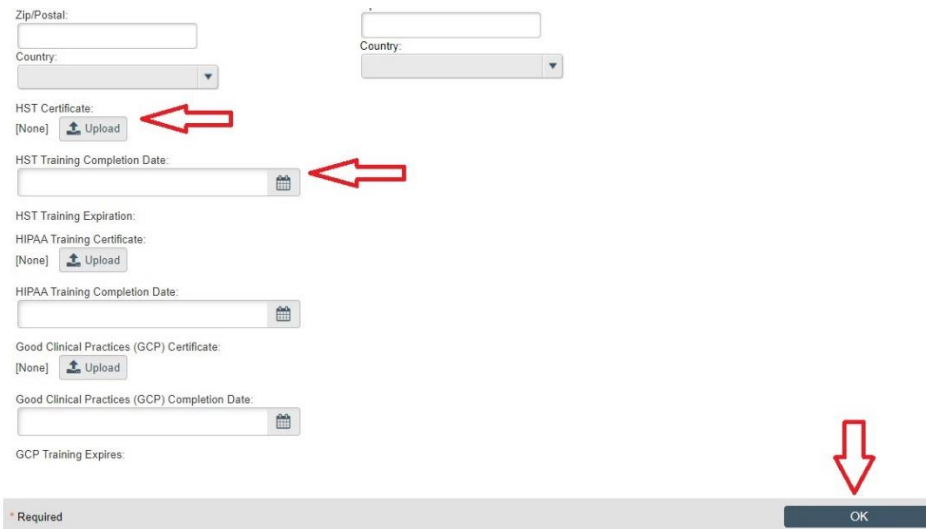
# First Steps for Setting up your PHIRST profile

1: When you open your PHIRST landing page navigate to your profile. You can do this by selecting your name in the upper right hand corner and select 'My profile' from the dropdown options.



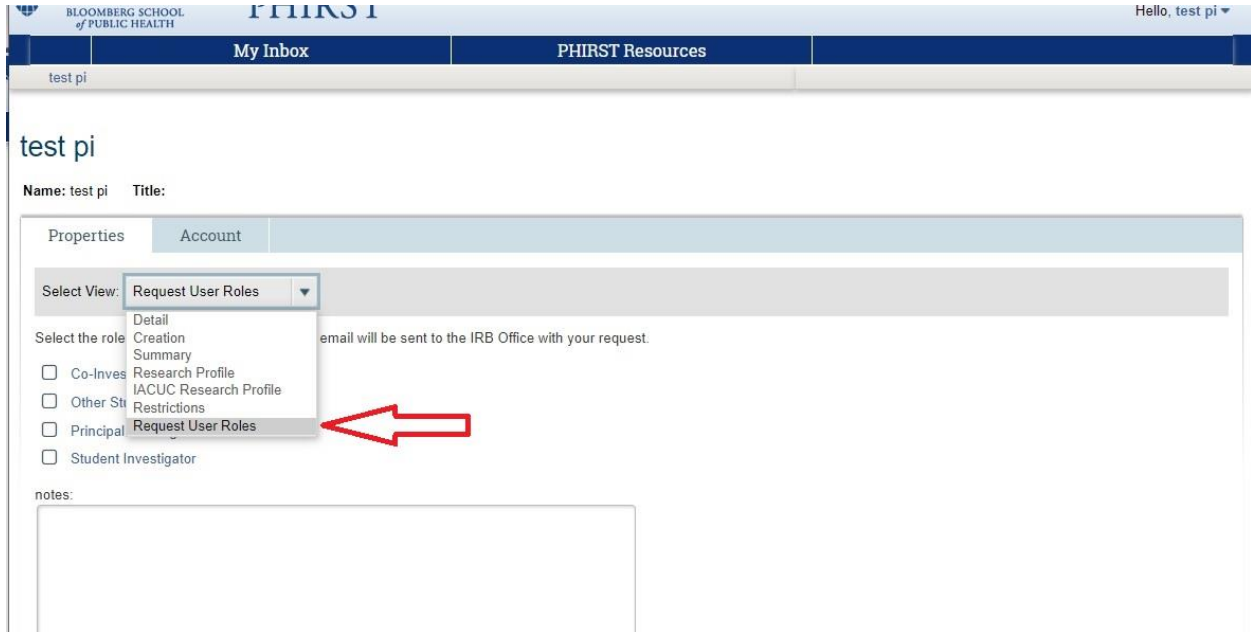
The screenshot shows the PHIRST landing page. At the top left is the Johns Hopkins Bloomberg School of Public Health logo. The main header includes 'PHIRST', 'My Inbox', and 'PHIRST Resources'. In the top right corner, the user is logged in as 'Hello, test pi'. A dropdown menu is open, showing options: 'My Profile', 'Change Password', and 'Logout'. A red arrow points to the 'My Profile' option. Below the header, there are sections for 'Site Links' (with a 'Create New Application' checkbox), 'Request Roles', and 'My Workspace Templates' (with a 'Study Team Workspace' link). The main content area has a 'Welcome to PHIRST' message, followed by a detailed welcome text and an 'ALERT: Action Required-Respond to Study Participation Request' section. At the bottom, there is a pagination bar showing 'page 1 no results' and '10 / page'.

2: Once you are on the profile page scroll down until you see the field that will allow you to upload your CITI HST training certificate. Please remember to also update the completion date field and to hit the OK button to save your changes.



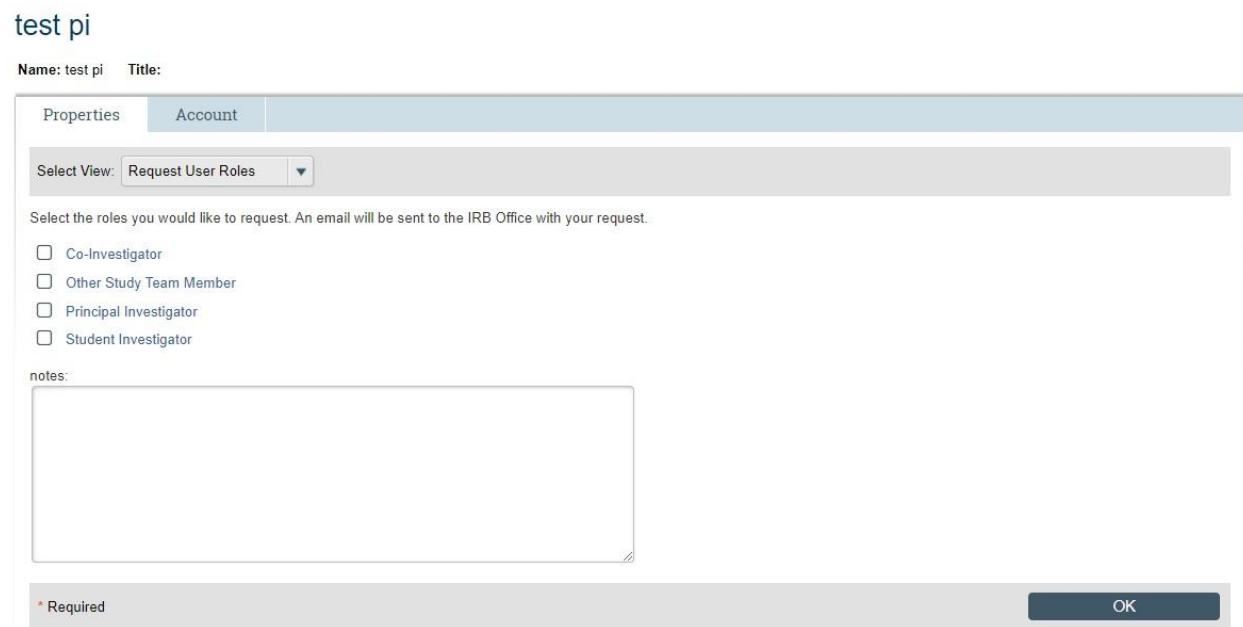
The screenshot shows the profile page with several form fields. The 'HST Certificate' field has a '[None] Upload' button with a red arrow pointing to it. Below it is the 'HST Training Completion Date' field with a calendar icon and a red arrow pointing to it. Further down are the 'HST Training Expiration', 'HIPAA Training Certificate', 'HIPAA Training Completion Date', 'Good Clinical Practices (GCP) Certificate', 'Good Clinical Practices (GCP) Completion Date', and 'GCP Training Expires' fields. At the bottom right, there is an 'OK' button with a red arrow pointing to it. A '\* Required' label is visible at the bottom left of the form area.

**3:** Once your HST certificate has been uploaded it is now time to request your User Roles. Navigate back up to the top of your profile page and select the drop-down under 'Select View'. From here select the 'Request User Roles' option.



The screenshot shows the top navigation bar with 'BLOOMBERG SCHOOL of PUBLIC HEALTH' and 'PHIRST' logos, and a user greeting 'Hello, test pi'. Below the navigation bar are tabs for 'My Inbox' and 'PHIRST Resources'. The main content area is titled 'test pi' and includes fields for 'Name: test pi' and 'Title:'. There are two tabs: 'Properties' and 'Account'. Under the 'Properties' tab, there is a 'Select View:' dropdown menu currently set to 'Request User Roles'. A red arrow points to this dropdown. Below the dropdown is a list of roles with checkboxes: 'Co-Inves', 'Other St', 'Principal', and 'Student Investigator'. A note indicates that an email will be sent to the IRB Office with the request. There is also a 'notes:' field.

**4:** This will open a new window with several options for you to choose from based on your role on your Study. Please be aware that the Principal Investigator user role can only be assigned to JHSPH Faculty on a formal professorial or scientific track.



This screenshot shows the same user profile page as above, but with the 'Request User Roles' option selected in the 'Select View:' dropdown. The dropdown menu is now closed, and the list of roles is visible: 'Co-Investigator', 'Other Study Team Member', 'Principal Investigator', and 'Student Investigator'. A note at the bottom of the form states '\* Required' and there is an 'OK' button.