Creating a PHIRST Guest User Account

1. Send an email to JHSPH.PHIRSTHelp@jhu.edu to request a Guest User account. In the email, include the following information:
   - First Name
   - Last Name
   - Email that you want to use for this account

   You can use any email that you want for this account, such as your work email, Gmail, Hotmail, Verizon, AOL, etc. Some .DOD and .ORG emails may not work.

2. Once PHIRST Help has setup your Guest Account, you will receive the following email. Click on the “Accept Invitation” link near the bottom of the page to accept the creation of your PHIRST Guest User account.
3. After you’ve activated your Guest Account, you will be taken to the PHIRST home page. Click on the “Login with JHED/Guest User” button to access PHIRST.

4. Sign-in using the email you provided for the creation of your guest account.
5. Enter the password for your personal email account. This is the password that you use when accessing this email account and is not associated with PHIRST. If you forget your password, you will need to reset it within your personal email (e.g., Hotmail, Gmail, etc.).

6. After signing in you will be taken to the study team workspace page. Follow the steps in the “Setting up Your User Profile” guide below to upload your human subjects training certificate(s) and request the role(s) you will need on the study.
1. Log into PHIRST, click the down arrow next to your name in the top right corner and select “My Profile” from the drop-down options.

2. On your profile page, Under ‘Employer’ select Non-Jhu. Please make sure the email listed is correct: all correspondence generated by PHIRST will use this for notification and contact purposes.

3. On the profile page, scroll down to the field called “HST Certificate”. Click on the “Upload” button to upload your human subjects training certificate and then enter the date you completed your training in the “HST Training Completion Date” box just below. Follow these same steps to upload your HIPAA and/or GCP training certificates, if applicable. Once finished, click on the “Ok” button at the bottom right side of your screen.
4. Navigate to the top of your profile page to the “Properties” tab. Click on the down arrow next to “Select View” and then click on “Request User Roles”.

5. In the next window, check the box next to each user role that you are requesting and then click “Ok” in the bottom right corner of your screen. Please note that the Principal Investigator role is for JHSPH Faculty on a formal professorial or scientific track.
6. PHIRST Help will receive your request and upon approval, will assign your role(s). Please allow up to 3 business days for this step to be completed.