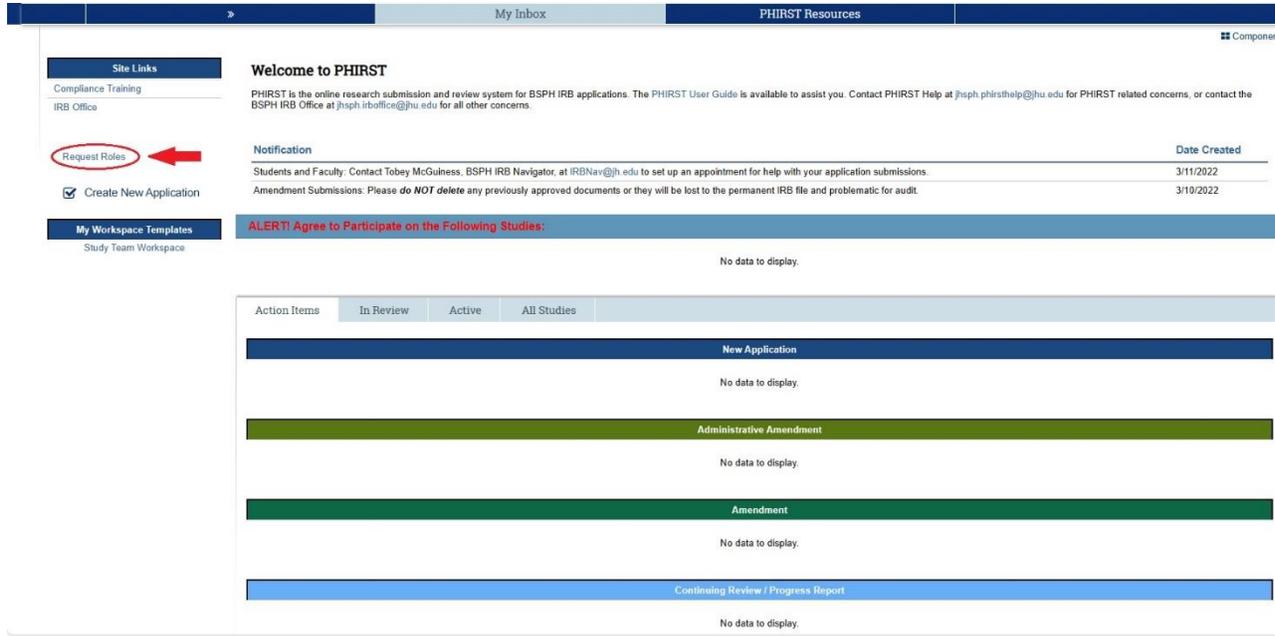
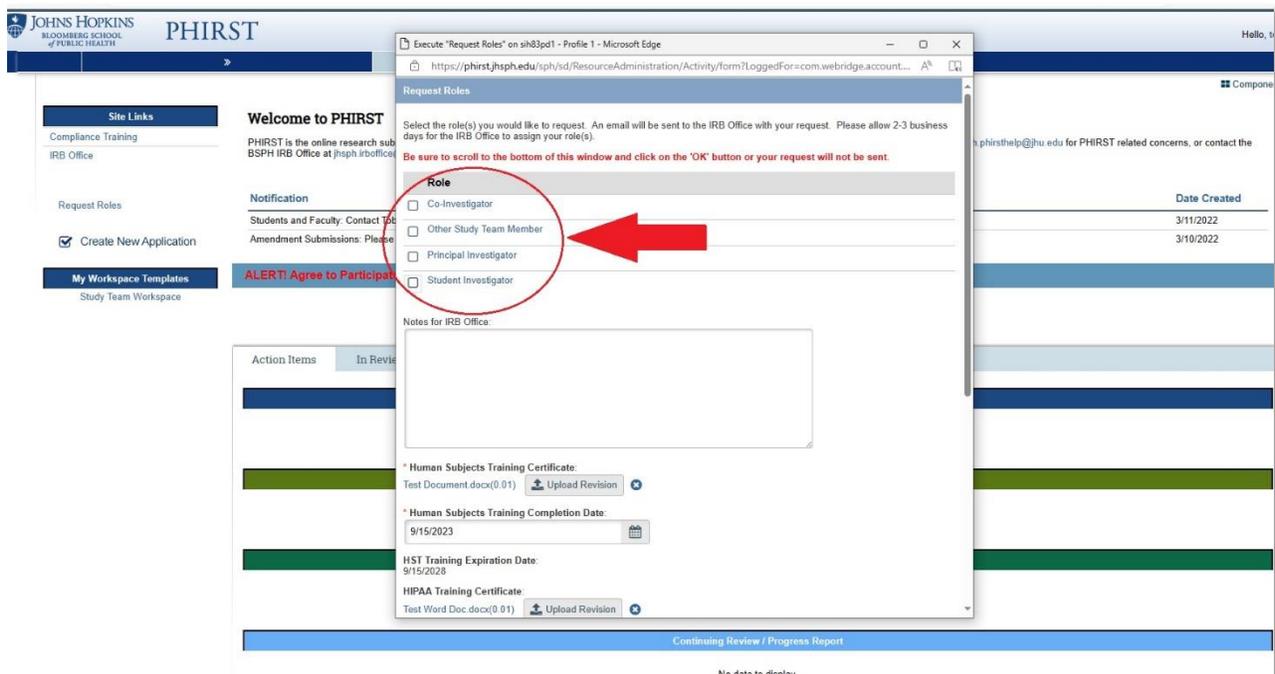


First Steps for setting up your PHIRST profile

1: When you open your PHIRST landing page for the first time please navigate to the 'Request Roles' link in the upper left hand corner under the 'Site Links' options, this will open a popup window.



2: This popup window presents you 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 BSPH Faculty on a formal professorial or scientific track. Once you have selected your Roles please scroll down within that window to upload your CITI HSR Certificate.



3: Scroll down until you see the field that will allow you to upload your CITI HSR training certificate. Once this is done please remember to update the completion date field and to hit the OK button to save your changes. Please allow 1 to 3 business days for our office to process your request. Once your roles are approved your name will appear in the appropriate Role menus allowing you to be added to the study in that capacity.

The screenshot displays a web browser window with the URL <https://phirst.jhsph.edu/sph/sd/ResourceAdministration/Activity/form?LoggedFor=com.webridge.account...>. The page title is "Execute 'Request Roles' on sih83pd1 - Profile 1 - Microsoft Edge".

The main content area shows a form with the following sections:

- * Human Subjects Training Certificate:** Test Document.docx(0.01) Upload Revision
- * Human Subjects Training Completion Date:** 9/15/2023
- HST Training Expiration Date:** 9/15/2028
- HIPAA Training Certificate:** Test Word Doc.docx(0.01) Upload Revision
- HIPAA Training Completion Date:** 10/25/2023
- Good Clinical Practices (GCP) Certificate:** [None] Upload
- Good Clinical Practices (GCP) Completion Date:** 12/31/1969
- GCP Training Expiration Date:** 12/31/1972
- sIRB Training Certificate:** Test Word Doc.docx(0.01) Upload Revision
- sIRB Training Certificate Completion Date:** 10/26/2023

At the bottom of the form, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red, and a red arrow points to it from above. Another red arrow points to the "Human Subjects Training Completion Date" field from the right.

On the left side of the page, there is a sidebar with the following text:

- Welcome to PHIRST**
- PHIRST is the online research sub...
- BSPH IRB Office at jhsph.irb.office...
- Notification**
- Students and Faculty: Contact Tot...
- Amendment Submissions: Please...
- ALERT! Agree to Participate**
- Action Items**
- In Review

At the bottom of the page, there is a blue bar with the text "Continuing Review / Progress Report".