## 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.

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Welcome to I	PHIRST							
PHIRST is the online BSPH IRB Office at	e research submission ihsph irboffice@ihu.edu	and review syste	em for BSPH IRB applic ncerns.	ications. The PHIRST Us	er Guide is available to assist you. Co	ontact PHIRST Help at	jhsph.phirsthelp@jhu.edu for	PHIRST related concerns, or contact the
Notification								Date Created
Students and Facult	ty: Contact Tobey McG	uiness, BSPH IF	RB Navigator, at IRBNa	av@jh.edu to set up an a	ppointment for help with your applicat	ion submissions.		3/11/2022
Amendment Submis	sions: Please do NOT	delete any prev	viously approved docum	ments or they will be lost	to the permanent IRB file and probler	matic for audit.		3/10/2022
ALERT! Agree to	Participate on th	e Following	Studies:					
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Action Items	In Review	Active	All Studies					
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**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.

PUBLIC HEALTH	51	🗅 Execute "Request Roles" on sih83pd1 - Profile 1 - Microsoft Edge — 🗆 🗙	Hello,
	×	🙃 https://phirst.jhsph.edu/sph/sd/ResourceAdministration/Activity/form?LoggedFor=com.webridge.account 🗛 🛛	
		Request Roles	a E Compon
Site Links Compliance Training IRB Office	Welcome to PHIRST PHIRST is the online research su BSPH IRB Office at jhsph.irboffic	Select the role(s) you would like to request. An email will be sent to the IRB Office with your request. Please allow 2-3 business days for the IRB Office to assign your role(s).  Be sure to scroll to the bottom of this window and click on the 'OK' button or your request will not be sent.	h phirsthelp@jhu.edu for PHIRST related concerns, or contact the
Request Roles	Notification	Role	Date Created
Troquest Troiby	Students and Faculty: Contact T	C Other Study Team Member	3/11/2022
Create New Application	Amendment Submissions: Pleas	□ Ches ducy rean memory □ Principal Investigator	3/10/2022
My Workspace Templates	ALERT! Agree to Participa	Student Investigator	
Study Team Workspace		Notes for IRB Office	
	Action Items In Rev	e e	
		* Human Subjects Tesising Castificate	
		Test Document docx(0.01) 2 Upload Revision	
		* Human Subjects Training Completion Date:	
		9/15/2023	
		HST Training Expiration Date: 9/15/2028	
		HIPAA Training Certificate	
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		Continuing Review / Progress Report	
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**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.

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	https://phirst.jhsph.edu/sph/sd/ResourceAc	dministration/Activity/form?LoggedFor=com.webridge.account	A <sup>N</sup>		
Welcome to PHIRST PHIRST is the online research sub BSPH IRB Office at jhsph.irb.fricet	Human Subjects Training Certificate: Test Document.docx(0.01)  Upload Revision Human Subjects Training Completion Date: 9/15/2023			*	n.phirsthelp@jhu.edu for PHIRST relat
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ALERT! Agree to Participate	HIPAA Training Completion Date:				
	10/25/2023	<b>#</b>			
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Action Items In Revie	Good Clinical Practices (GCP) Completion Date:			- 1	
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		OK Cancel			
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