Creating a PHIRST Guest User Account

- 1. Send an email to <u>JHSPH.PHIRSTHelp@jhu.edu</u> 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.

John orga	is Hopkins invited you to access applications within their nization						
	Microsoft Invitations on behalf of Johns Hopkins 5 <invites@microsoft.com> Fri 4/22/2022 8:57 AM To: You</invites@microsoft.com>						
Please only act on this email if you trust the organization represented below. In rare cases, individual receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expection invitation, proceed with caution.							
Organization: Johns Hopkins Domain: [live.johnshopkins.edu]live.johnshopkins.edu							
	If you accept this invitation, you'll be sent to https://myit.jh.edu/cgi-bin/invitation/redirect.pl2 data=michcampbell@hotmail.com&url=aHR0cHM6Ly9waGlyc3QuamhzcGguZWR1.						
Block future invitations from this organization. This invitation email is from Johns Hopkins ([live.johnshopkins.edu]live.johnshopkins.edu) and may inclu advertising content. <u>Read Johns Hopkins's privacy statement</u> . Microsoft Corporation facilitated sending but did not validate the sender or the message.							
	Microsoft respects your privacy. To learn more, please read the <u>Microsoft Privacy Statement</u> . Microsoft Corporation, One Microsoft Way, Redmond, WA 98052						

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.

	JOHNS HOPKINS BLOOMBERG SCHOOL	PHIRST	
Pub	lic Health Instituti	onal Review Submission Tracking	
Welcon	me to PHIRST , the online su	bmission and review system for new human subject research applications to the IRB a	t JHSPH.
Templa www.jh	ates for the research plan an hsph.edu/offices-and-service	d consent documents can be found on the IRB site, s/institutional-review-board/applications-and-forms/.	
IRB Of	ffice: 410-955-3193		
Email:	JHSPH.irboffice@jhu.edu		
PHIRS	ST Help Desk: JHSPH.phirsth	ielp@jhu.edu	
	Log i	n with JHED	
	Reme	mber JHED Login Preference.	
lf you you ma	are not affiliated with JHU ay need to register in PHIRS	and are involved in a study for which you need access to study documents, T. Contact the PHIRST Help Desk to request an ad-hoc JHED ID:	
	JHSPH.	phirsthelp@jhu.edu	
If you applic	have applications under re ations cannot be created a	view in the old PHIRST system or just need to access your old applications and ind submitted in old PHIRST):	files (nev
	Log in	to old PHIRST	

4. Sign-in using the email you provided for the creation of your guest account.

Sign in		
User Sign In Addres	s (see below)	
Can't access your accou	unt?	
	Back	Next
Login or MFA Proble	ems? Click Here for	r Help
For your User Sign	In Address use:	
JHED User: JHEDid@	@jh.edu	
JHED User: JHEDid@ Guest User: Your en	@jh.edu nail address	
JHED User: JHEDid@ Guest User: Your en First Time JHED User	@jh.edu nail address rs Click Here	

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.).

Microsoft	
michcampbell@hotmail.com	
Enter password	
Password	
Forgot password?	
Email code to mc*****@jhsph.edu	
	Sign in

 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 <u>human subjects training certificate(s)</u> and request the role(s) you will need on the study.

		My Inbox		PHIRST Resources		
						Compon
Site Links	Welcome to I	PHIRST				
Create New Application	PHIRST is the online jhsph.phirsthelp@jhi	e research submission and review syste u.edu for PHIRST related concerns, or	em for BSPH IRB applicat contact the BSPH IRB Off	ions. The PHIRST User Guide is ava ice at jhsph.irboffice@jhu.edu for all	lable to assist you. Contact PHIRST Help at other concerns.	
Request Roles	Notification					Date Created
	Safe HSR Protocol	Plans are no longer required. Explain y	our COVID risk mitigation	plan under the "Risks" section of the	e research plan.	4/14/2022
My Workspace Templates	Students and Facult	ty: Contact Tobey McGuiness, BSPH IR	B Navigator, at IRBNav@	h.edu to set up an appointment for h	help with your application submissions.	3/11/2022
Study Team Workspace	Amendment Submis	ssions: Please do NOT delete any prev	viously submitted docume	nts or they will be lost to the permane	ent IRB file and problematic for audit.	3/10/2022
	New Application Submissions: Please use the most recent Research Plan Template, which is posted on the IRB website.					
	ALERT! Agree to	o Participate on the Following S	Studies:			
No data to display.						
	Action Items In Review Active All Studies					

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.

	>		My inbox	PHIRST Resources	
					Compone
Site Links	Welcome to	PHIRST			
Compliance Training	PHIRST is the onlin	e research submission and revie	w system for BSPH IRB applications.	The PHIRST User Guide is available to assist you. Contact PHIRST Help at jhsph.phirsthelp@	jhu.edu for PHIRST related concerns, or contact the
IRB Office	BSPH IRB Office at	jnspn.irbomce@jnu.edu for all o	ner concerns.		
Paguast Palas	Notification				Date Created
Request Roles	Students and Facu	ty: Contact Tobey McGuiness, B	SPH IRB Navigator, at IRBNav@jh.e	du to set up an appointment for help with your application submissions.	3/11/2022
Create New Application	Amendment Subm	ssions: Please do NOT delete a	ny previously approved documents o	r they will be lost to the permanent IRB file and problematic for audit.	3/10/2022
My Workspace Templates	ALERT! Agree t	Participate on the Follo	wing Studies:		
Study Team Workspace				NU SHOWN IN THE	
				No data to display.	
	A shi sa Tasara	In Daniana Anti-	an All Chuding		
	Action items	III Neview Acti	/e All Studies		
				New Application	
				No data to display.	
				Administrative Amendment	
				No data to display	
				the same to engine y.	
				Amendment	
				No data to display.	
		=		Continuing Review / Progress Report	
				No data to display.	

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	□ China Sucy rean manufa	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	
		* Woman Subjects Training Castificate	
		Test Document docx(0.01) 2 Upload Revision 3	
		* Human Subjects Training Completion Date:	
		9/15/2023	
		HST Training Expiration Date: 9/15/2028	
		HIPAA Training Certificate	
		Test Word Doc.docx(0.01)	~
		Continuing Review / Progress Report	
		No data to display.	

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.

ST	Execute "Request Roles" on sib83pd1 - Profile 1 - Mirror	soft Edge	0	×	1
	https://phirst.jhsph.edu/sph/sd/ResourceAc	dministration/Activity/form?LoggedFor=com.webridge.account	A ^N		
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
Notification	HST Training Expiration Date: 9/15/2028				
Students and Faculty: Contact Tob	HIPAA Training Certificate:				
Amendment Submissions: Please	Test Word Doc.docx(0.01)	0			
ALERT! Agree to Participate	HIPAA Training Completion Date:				
	10/25/2023	#			
	Good Clinical Practices (GCP) Certificate: [None]				
Action Items In Revie	Good Clinical Practices (GCP) Completion Date:			- 1	
	12/31/1969	 		- 1	
	GCP Training Expiration Date: 12/31/1972				
	sIRB Training Certificate:			- 1	
	Test Word Doc.docx(0.01)	8		- 1	
	sIRB Training Certificate Completion Date:			- 1	
	10/26/2023			- 1	
<u>x</u>				- 1	
		•			
		OK Cancel			
		Continuing Review / Progress Report		_	