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.).

![Microsoft login page](image)

michcampbell@hotmail.com

Enter password

Password

Forgot password?

Email code to michcampbell@hotmail.com

Sign in

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.

![PHIRST workspace](image)
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.