

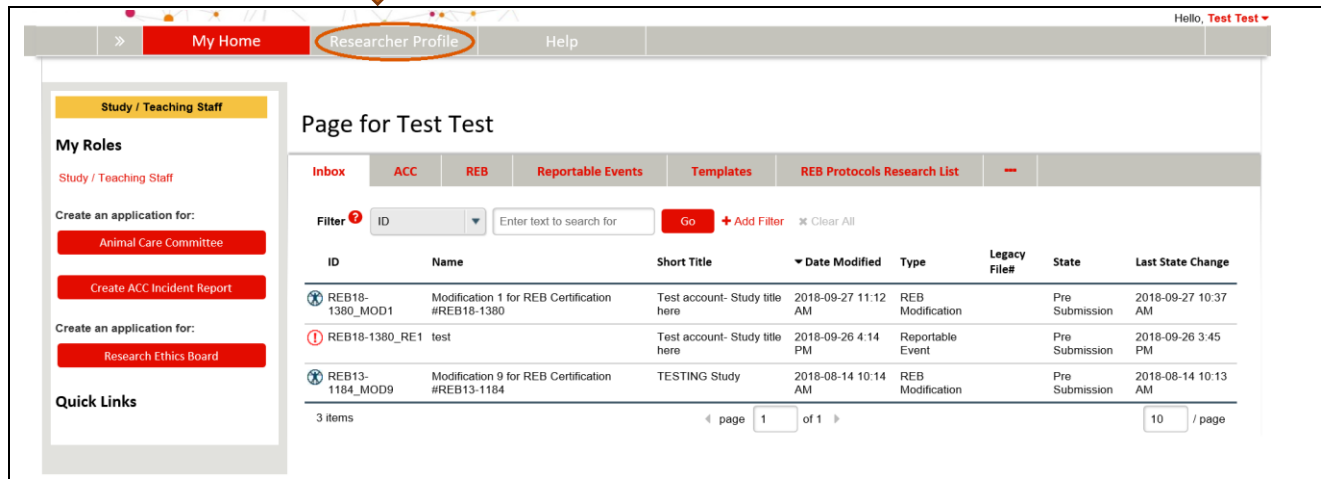
## RESEARCHER PROFILE

Everyone registered in IRISS will have their own profile page where you can modify your contact information and upload documentation.

1. To view your profile page, click on **Researcher Profile** tab at the top of the page.

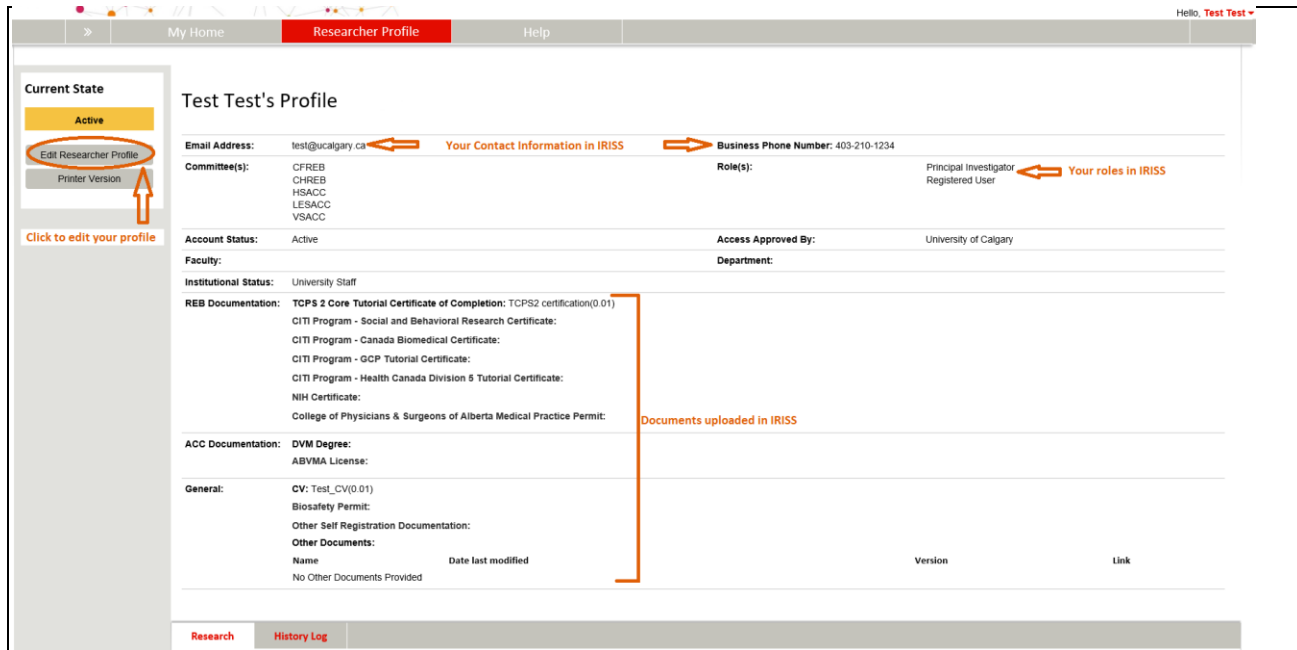


Click here to view your Researcher Profile



The screenshot shows the IRISS dashboard with the 'Researcher Profile' tab highlighted in the top navigation bar. The main content area displays 'Page for Test Test' with a table of research items. The table has columns for ID, Name, Short Title, Date Modified, Type, Legacy File#, State, and Last State Change. Three items are listed, including REB18-1380\_MOD1, REB18-1380\_RE1, and REB13-1184\_MOD9.

2. On your profile page you can, (1) Edit your researcher profile (2) View the email address and phone number you have in IRISS (3) View what roles you have in IRISS (4) View committees you are associated with in IRISS (5) View the documents you have uploaded in IRISS.



The screenshot shows the 'Researcher Profile' page for 'Test Test'. The 'Current State' is 'Active'. The 'Edit Researcher Profile' button is circled in red. Annotations include:
 

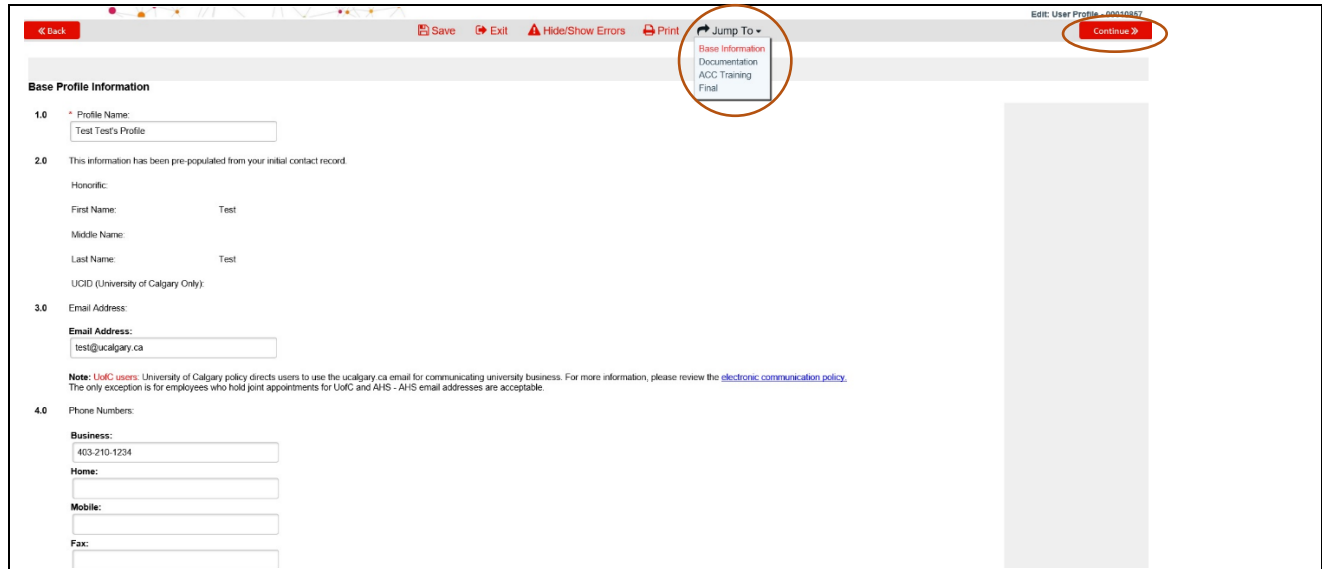
- Red arrows pointing to 'test@ucalgary.ca' and '403-210-1234' with the text 'Your Contact Information in IRISS' and 'Business Phone Number: 403-210-1234'.
- A red arrow pointing to 'Principal Investigator Registered User' with the text 'Your roles in IRISS'.
- A red bracket on the right side of the 'REB Documentation' section with the text 'Documents uploaded in IRISS'.

 The profile details include:
 

- Email Address:** test@ucalgary.ca
- Business Phone Number:** 403-210-1234
- Committee(s):** CFREB, CHREB, HSACC, LESACC, VSACC
- Role(s):** Principal Investigator, Registered User
- Account Status:** Active
- Access Approved By:** University of Calgary
- Faculty:** University Staff
- Department:** University of Calgary
- REB Documentation:** TCPS 2 Core Tutorial Certificate of Completion, CITI Program - Social and Behavioral Research Certificate, CITI Program - Canada Biomedical Certificate, CITI Program - GCP Tutorial Certificate, CITI Program - Health Canada Division 5 Tutorial Certificate, NIH Certificate, College of Physicians & Surgeons of Alberta Medical Practice Permit.
- ACC Documentation:** DVM Degree, ABVMA License.
- General:** CV: Test\_CV(0.01), Biosafety Permit, Other Self Registration Documentation, Other Documents.

## EDIT YOUR RESEARCHER PROFILE

1. You can modify your profile name and contact information on **'Base Information'** page.
2. You can move through the profile using the **Jump To** menu or **Continue** button.



Base Profile Information

1.0 \* Profile Name:  
Test Test's Profile

2.0 This information has been pre-populated from your initial contact record

Honoric:

First Name: Test

Middle Name:

Last Name: Test

UCID (University of Calgary Only):

3.0 Email Address:

Email Address:  
test@ucalgary.ca

Note: UoC users: University of Calgary policy directs users to use the ucalgary.ca email for communicating university business. For more information, please review the [electronic communication policy](#). The only exception is for employees who hold joint appointments for UoC and AHS - AHS email addresses are acceptable.

4.0 Phone Numbers:

Business:  
403-210-1234

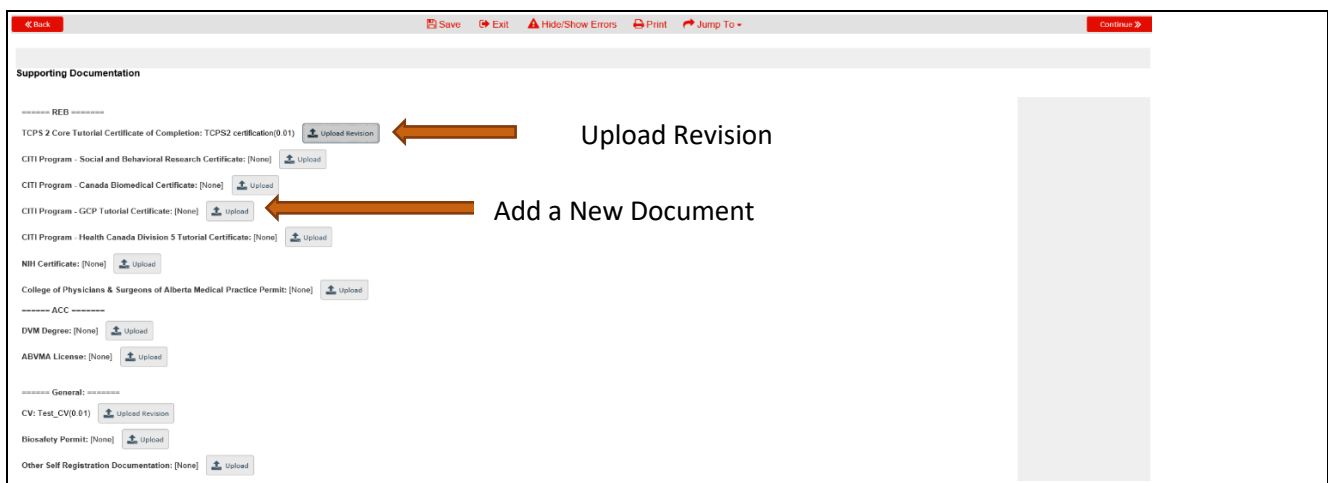
Home:

Mobile:

Fax:

**Important!** Please ensure you have a valid University of Calgary or Alberta Health Services email address on the Base Information page in order to receive IRISS notifications. For more information on email accounts [review University of Calgary electronic communication policy](#).

3. To add/update documents go to the **Documentation** page. Click on the **Add** or **Upload Revision** button beside the appropriate section.



Supporting Documentation

==== REB =====

TCPS 2 Core Tutorial Certificate of Completion: TCPS2 certification(0.01)  ← Upload Revision

CITI Program - Social and Behavioral Research Certificate: [None]

CITI Program - Canada Biomedical Certificate: [None]

CITI Program - GCP Tutorial Certificate: [None]  ← Add a New Document

CITI Program - Health Canada Division 5 Tutorial Certificate: [None]

NBI Certificate: [None]

College of Physicians & Surgeons of Alberta Medical Practice Permit: [None]

==== ACC =====

DVM Degree: [None]

ABVMA License: [None]

==== General: =====

CV: Test\_CV(0.01)

Biosecurity Permit: [None]

Other Self Registration Documentation: [None]

4. Once you have updated your profile, click on **Save** then **Exit** at the top or bottom of the page or if you are on the **Final** page, click **Save & Close**.

**Important!** There are fields in your profile that you cannot edit, such as **UCID**, **Faculty**, or **Department**. If you need something modified on your behalf, contact [iriss.support@ucalgary.ca](mailto:iriss.support@ucalgary.ca).