

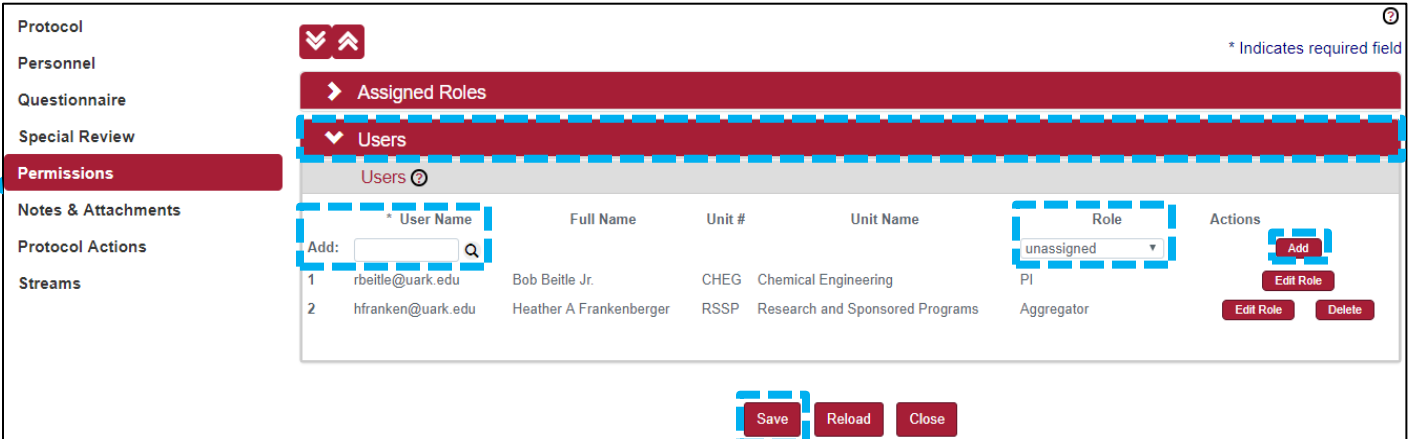




## IRB: UPDATING THE PERMISSIONS TAB

Updating the Permission Tab is optional. The Permissions Tab is the place where the initiator (person that created the protocol) can grant access to additional users.

- 1) Click the **Permissions Tab**.
- 2) Scroll down to the **Users** section header, past the Assigned Roles section.
- 3) Click the magnifying glass  under **User Name** to search for the person you want to add.
  - a. To locate the person in this search, enter their **UADA, UALR, or UARK email address** (include: @uada.edu, @ualr.edu, or @uark.edu) and leave all other search fields blank. Then click the **Search** button.
  - b. Below the Search button, locate the person and click **Return Value**.
- 4) Click the drop-down menu to select the **Role** you want to give the person.
  - a. The **Viewer** or **IRB Protocol Viewer** role allows the user to view the protocol.
  - b. The **Aggregator** role allows the user to to view and edit the protocol.
- 5) Click the **Add** button  to add this information to the protocol.
- 6) Repeat the process for each additional person you want to give permission to for this specific protocol.
- 7) Click the **Save** button.



\* Indicates required field

	* User Name	Full Name	Unit #	Unit Name	Role	Actions
1	rbeitle@uark.edu	Bob Beitle Jr.	CHEG	Chemical Engineering	PI	 
2	hfranken@uark.edu	Heather A Frankenberger	RSSP	Research and Sponsored Programs	Aggregator	