

## ADDING / REMOVING IREx ACCESS FOR STUDY TEAM MEMBERS

Study team members use IREx to receive communications and access approvals from the single IRB (sIRB). Study team members with IREx access can grant access to other study team members and remove former members.

### PARTICIPATING SITE STUDY TEAM ROLES IN IREX

Permissions	PI	Coordinator
Add/remove study team access to your study	X	X
Complete and edit the PI Survey	X	X
Attest to the PI Survey	X	
Monitor your site's progress towards sIRB review	X	X
Access approval documents	X	X

### NOTIFICATION OF ACCESS TO IREX

Study team members receive an email with a temporary password and a link to log in to IREx.

1. Log in and change your password using the **Your Profile** link at the top of screen. Click **Change Password** to set a new password.
2. Access your study via the link in the study notification email or from the IREx dashboard when you login.

**Tip:** Use the **Your Profile** link to update your information (e.g., login email address, name, phone) at any time.

### ADD STUDY TEAM MEMBER ACCESS

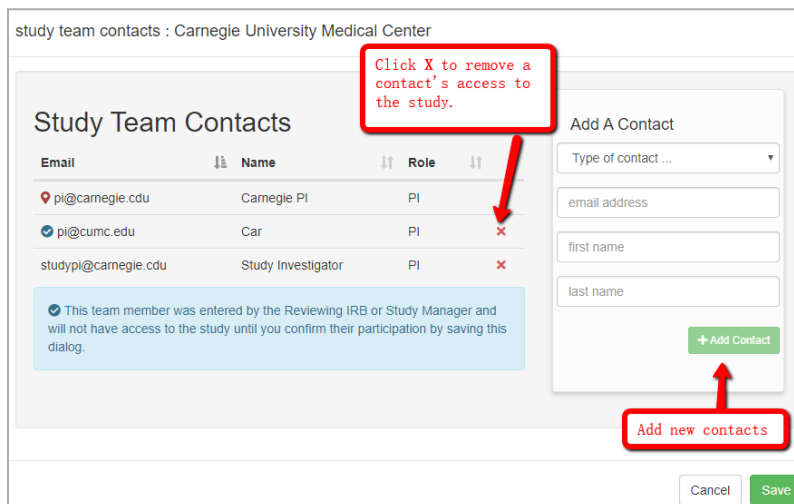
1. On the study page, click the **Site-Specific Info** button and select **Study Team Contacts**.
2. Under **Add A Contact**, select type of contact (*PI or Coordinator*) and enter the user's email address, first name, and last name, click **+Add Contact**.
3. Click **Save** and the user will automatically receive a temporary password to login and another email about study access.



### REMOVING ACCESS

1. On the study page, click the **Site-Specific Info** button and select **Study Team Contacts**.
2. Click **X** for the contact you wish to remove and **Save**. The contact will no longer be able to access the study and will not receive notifications about the study. Note: A PI is required.

**Tip:** Remember to keep the study team members up to date as staff change.



study team contacts : Carnegie University Medical Center

**Study Team Contacts**

Email	Name	Role
pi@cmu.edu	Carnegie PI	PI
pi@cmu.edu	Car	PI
studyp@cmu.edu	Study Investigator	PI

**Add A Contact**

Type of contact ...

email address

first name

last name

+ Add Contact

Cancel Save

**Click X to remove a contact's access to the study.**

**Add new contacts**