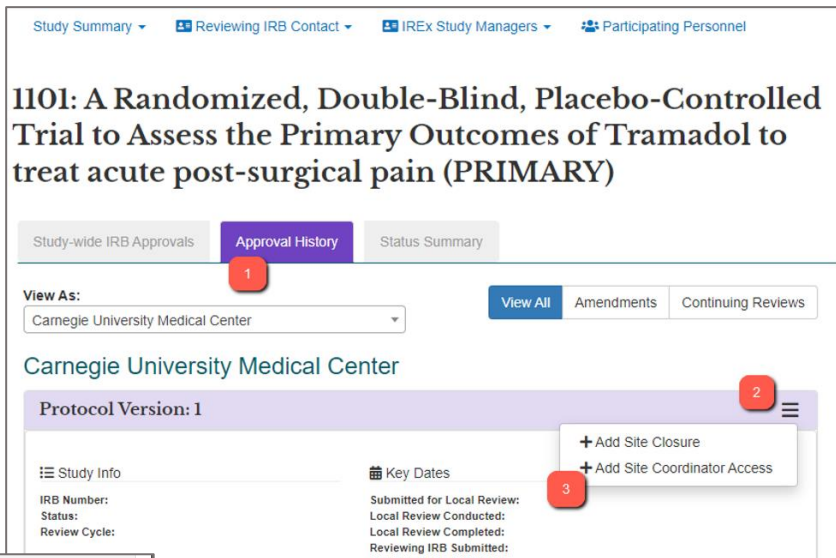


HOW TO ADD SITE COORDINATOR ACCESS AT PARTICIPATING SITES

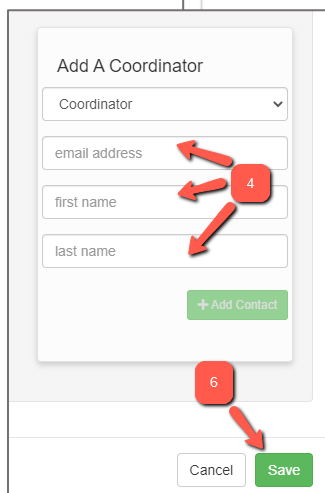
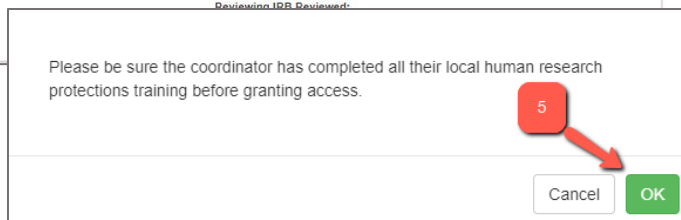
IREx Study Managers and Reviewing IRB Liaisons can grant IREx access for new coordinators at sites on their studies. Access for new site PIs can also be added, but only when a site amendment is added (see [Quick Guide](#)).

ADDING SITE COORDINATORS FROM THE APPROVAL HISTORY TAB

1. In the Approval History tab, select the site (**View As**) for which you would like to add a new coordinator
2. In the light purple Versions bar, click on the menu (3 horizontal lines) on the right-hand side.
3. Select **+Add Site Coordinator Access**.



4. Fill in the coordinator's information and click **+Add Contact**.
5. Confirm the coordinator has completed their local human research protections training by clicking **OK** in the pop-up dialog.
6. Click **Save**.

ADDING SITE COORDINATORS FROM THE PARTICIPATING PERSONNEL DIALOG

1. Open the **Participating Personnel** dialog, which shows a list of study contacts with IREx access.
2. Click **+Grant Site Coordinator Access**
3. Fill in the coordinator's information, including their site, and click **+Add Contact**.
4. Confirm the coordinator has completed their local human research protections training by clicking **OK** in the pop-up dialog.
5. Click **Save**.

