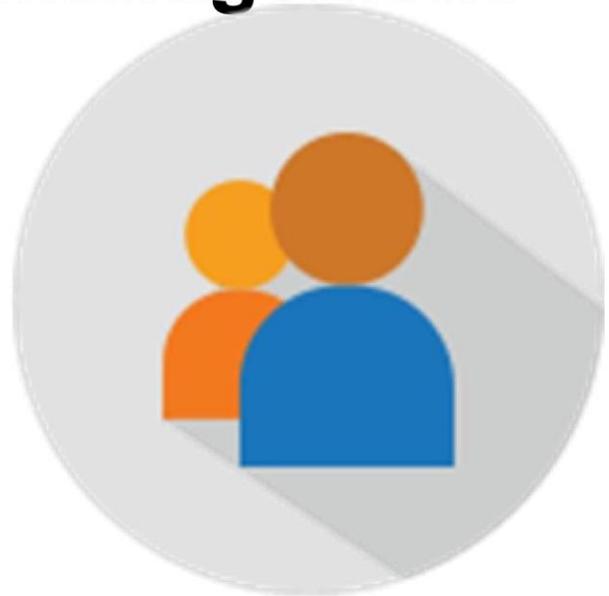


Chapter

2

Account Management



CHAPTER 2 – ACCOUNT MANAGEMENT

The Account Management module provides tools for managing individual user accounts, profiles, privileges, roles, and passwords. The module also provides access to the Order Management tool that is designed to help researchers create and/or manage BioSample orders.

2.1 OBJECTIVE

This chapter provides information for users on how to:

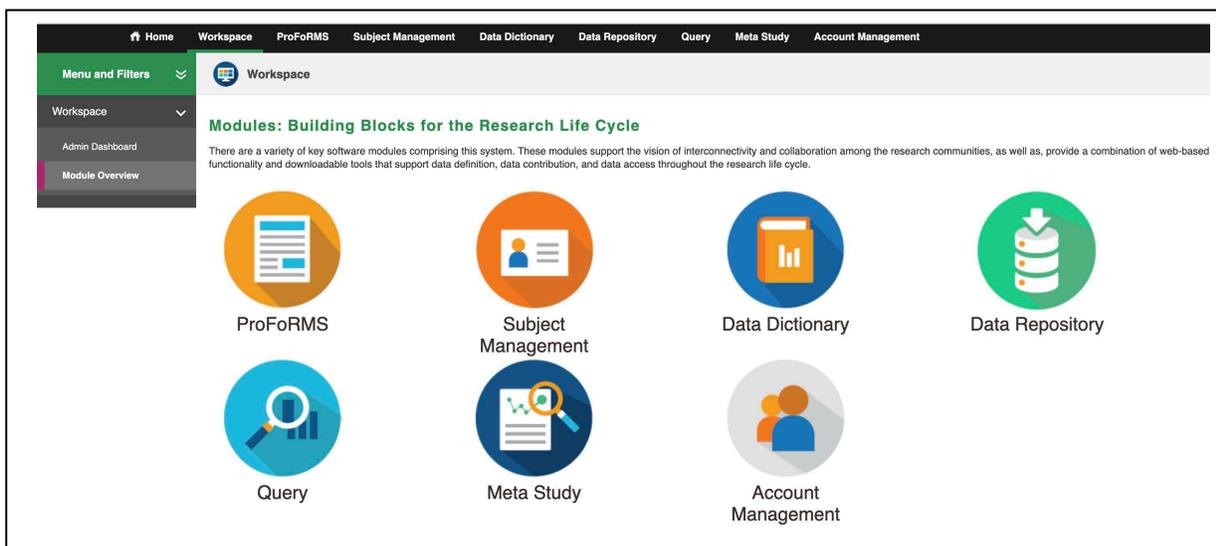
- ❖ Account Management:
 - View My Profile
 - Edit My Profile
 - Change Password
 - Upload Documentation
 - Request Additional Privileges

2.2 MODULE NAVIGATION

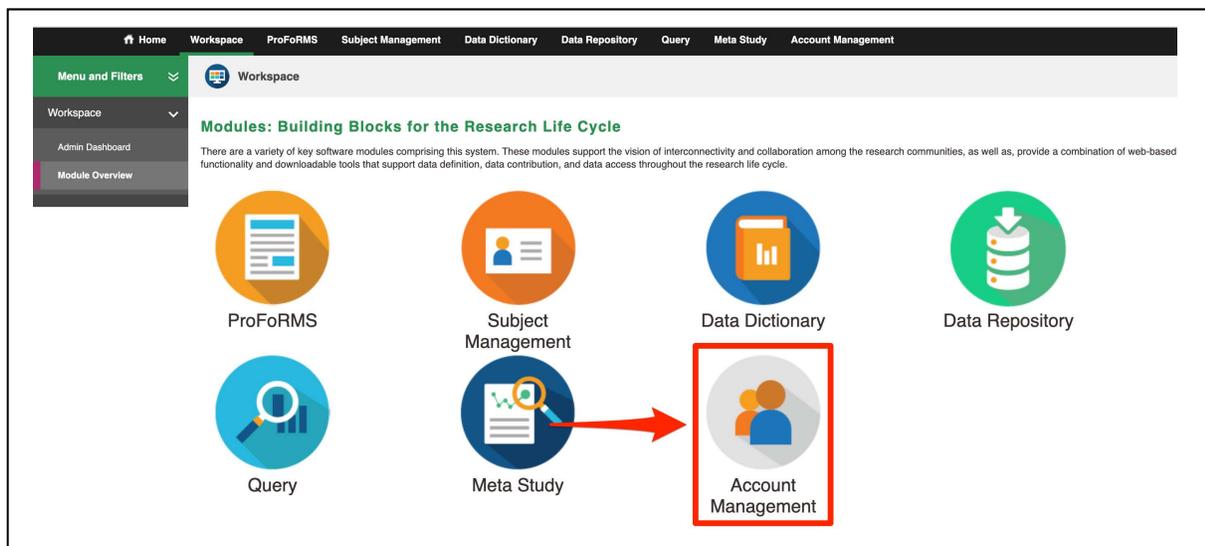
The **Account Administration** tools (including study administration) are available within the Account Management module.

To access the **Account Management** module, perform the following actions:

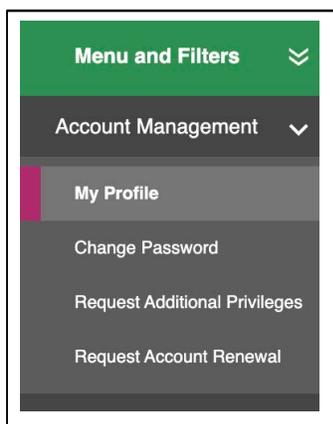
1. Log in to the system.
2. Navigate to the **Workspace** landing page.



3. Click the **Account Management** module icon.



4. Click the **Account Management** menu using the left side menu to navigate through the sub-menus. With the **Account Privileges** available to all users, the following is displayed::



Things to Note:

ICON KEY

 Use the left side menu to navigate through the module.

 Notes

 Important

Information

2.3 ACCOUNT MANAGEMENT

The **Account Management** module houses the features to:

- ❖ View My Profile
- ❖ Edit My Profile
- ❖ Change Password
- ❖ Upload Documentation
- ❖ Request Additional Privileges

All BRICS users have access to the Account Management module; however, your role determines what you can and cannot do within the module.

2.3.1 View My Profile

When logged into the system, a user may access the My Profile page at any time.

To display **My Profile**, perform the following actions:

1. Open the **Account Management** module.
2. The **My Profile** page will display, see photo on following page.

Home Workspace ProFORMS Subject Management Data Dictionary Data Repository Query Meta Study Account Management

Account Management

My Profile

Account Status: Active

Username: [redacted] Street Line 1: [redacted]
 First Name: John Street Line 2: [redacted]
 Middle Name: Patrick City: [redacted]
 Last Name: Rutherford Country: United States of America
 E-Mail: [redacted] Postal Code: 94303
 Affiliated Institution: BRICS State: CA
 Phone Number: [redacted] Phone: [redacted]
 NIH Federal Identity: None Specified

Account Privileges

PRIVILEGE	STATUS	EXPIRATION DATE
Account	Active	No Expiration Date
Admin	Active	No Expiration Date
Biosample User	Active	12-Apr-2023
Data Dictionary	Active	12-Apr-2023
Data Repository	Active	12-Apr-2023
Meta Study	Active	12-Apr-2023
ProFORMS	Active	12-Apr-2023
ProFORMS Admin	Active	No Expiration Date
Query	Active	12-Apr-2023
Query Tool API	Active	12-Apr-2023
Subject Management	Active	12-Apr-2023
Subject Management Admin	Active	No Expiration Date

Showing 1 to 12 of 12 entries

Permission Group

PRIVILEGE	STATUS
Preclinical	Active
PreClinical Trials - Demo Team	Active
Sensor Head Kinematics Estimates	Active
STROKE	Active

Showing 1 to 4 of 4 entries

Studies Access

The table below lists studies that the current account has access to.

STUDY TITLE	PERMISSION
TEST123TEST	Owner

Showing 1 to 1 of 1 entries

Existing Files

FILE NAME	FILE TYPE	DATE SUBMITTED
Study Documentation	Change File Type	2022-06-22 Delete
emailreceipt_202200131F0394689533.pdf	Study Documentation	Change File Type 2022-06-22 Delete

Showing 1 to 2 of 2 entries

Electronic Signatures

FILE NAME	COMPLETE DATE/TIME
rutherfordip_esig_2022-04-12.pdf	2022-04-12 12:57

Showing 1 to 1 of 1 entries

Administrative File Templates

FILE TEMPLATE	PRIVILEGES ASSOCIATED	REQUIRED FOR ANNUAL RENEWAL
Biographical Sketch	Required for Data Access Users (Data Dictionary, Data Repository, Query Tool, Meta Study)	Yes
Data Access Request	Required for Data Access Users (Data Dictionary, Data Repository, Query Tool, Meta Study)	Yes
Data Submission Request	Required for Data Submission Users (Data Dictionary, Data Repository, GUID, ProFORMS)	Submission Privileges are given until end of study's period of performance. Please contact the Operations team if privilege extension required.

Account Action History

This is a record of any action taken by the user or System Administrator. Please contact FITBIRLogs@mail.nih.gov with any questions.

ACTION TYPE	COMMENT	DATE MADE
Access to ProFORMS Admin given by System Admin		2022-04-12
Access to Subject Management Admin given by System Admin		2022-04-12
Access to Admin given by System Admin		2022-04-12
Account request approved by System Admin	Approving test account for Patrick	2022-04-12
Account requested by Rutherford, John Patrick	Technical writer requesting access for creating the BRICS user guides.	2022-04-12

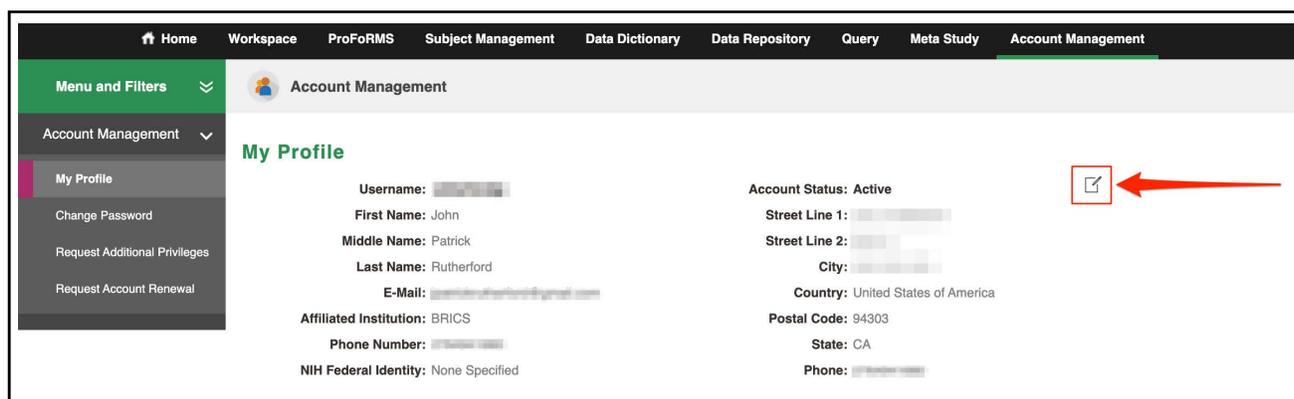
Showing 1 to 5 of 5 entries

2.3.2 Edit My Profile

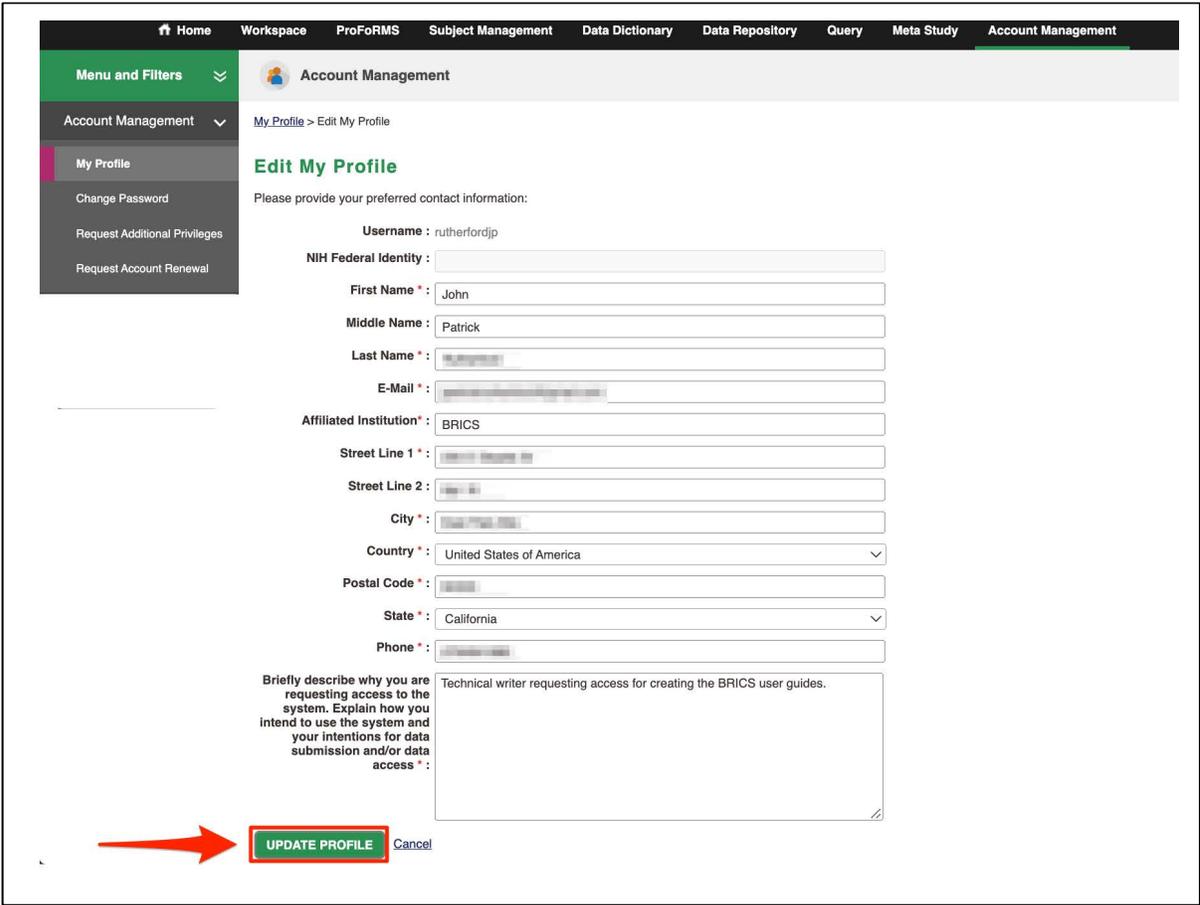
When logged into the system, a user's account profile can be changed using the **Edit My Profile** option.

To edit your profile, perform the following actions:

1. Log in to the system.
2. Navigate to the **Account Management** module.
3. Click on the **Edit My Profile Icon** to display the Edit My Profile page.



4. Enter the profile information you wish to edit including any contact information. Then click the **Update Profile** button to update your profile.



The screenshot shows the 'Edit My Profile' page in the BRICS system. The navigation bar at the top includes Home, Workspace, ProFoRMS, Subject Management, Data Dictionary, Data Repository, Query, Meta Study, and Account Management. The left sidebar shows 'Menu and Filters' with 'Account Management' expanded to 'My Profile'. The main content area is titled 'Edit My Profile' and asks for contact information. The form fields are as follows:

- Username: rutherfordjip
- NIH Federal Identity: [empty]
- First Name: John
- Middle Name: Patrick
- Last Name: [empty]
- E-Mail: [empty]
- Affiliated Institution: BRICS
- Street Line 1: [empty]
- Street Line 2: [empty]
- City: [empty]
- Country: United States of America
- Postal Code: [empty]
- State: California
- Phone: [empty]

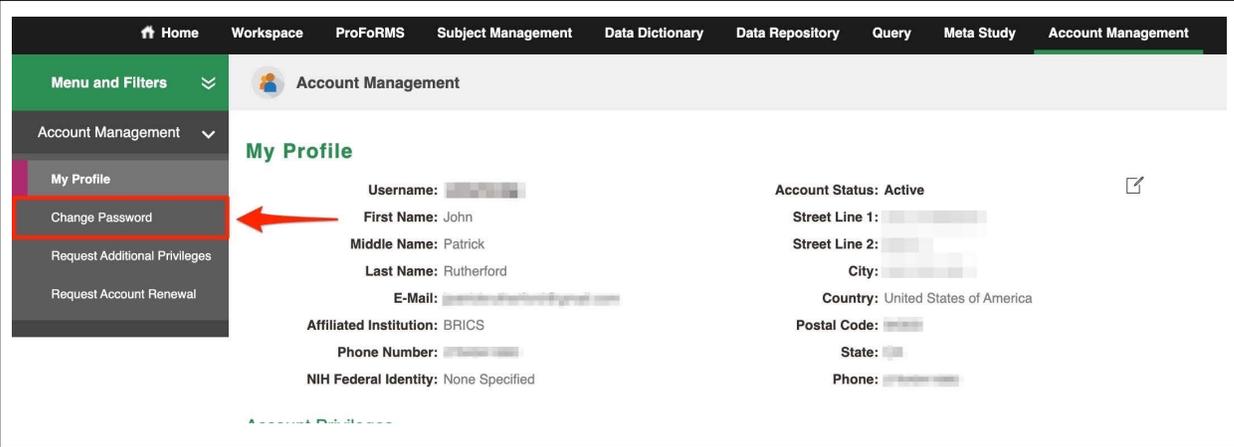
A text area at the bottom contains the text: 'Technical writer requesting access for creating the BRICS user guides.' A red arrow points to the 'UPDATE PROFILE' button, which is next to a 'Cancel' link.

2.3.3 Change Password

When logged into the system, a user’s account password can be changed using the *Change Password* link on the left side menu. This may be performed at any time to enhance security as necessary or for any other personal reason you would like to change your password.

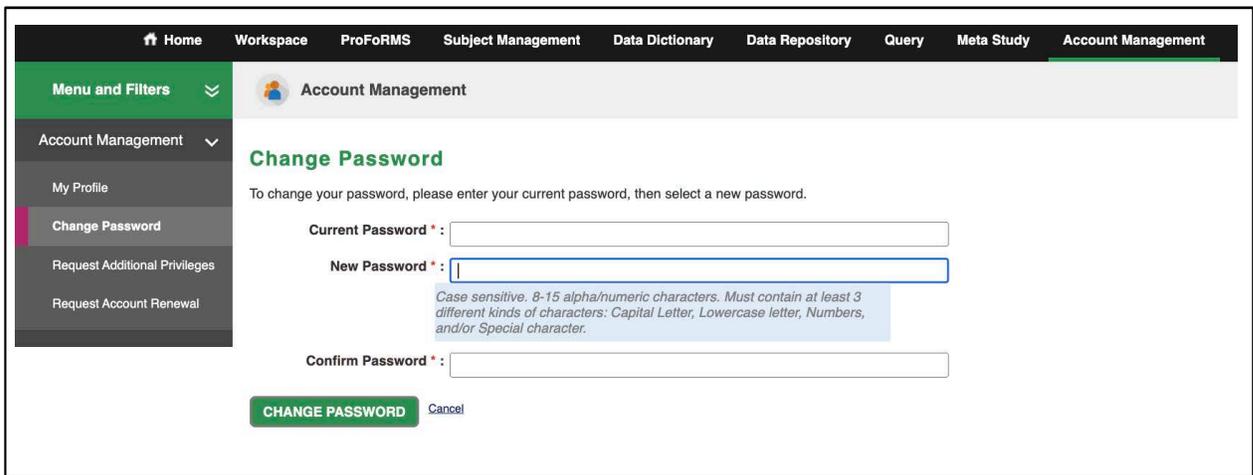
To change your password, perform the following actions:

- 1. Log in to the system.
- 2. Navigate to the **Account Management** module.
- 3. Click on the **Change Password** link in the left navigation.



4. Select the **Change Password** tab.
 - a. The **New Password** textbox expands to display the password creation standards that must be followed when choosing a new password.
5. Enter your **Current Password**, **New Password**, and **Confirm Password** in the text boxes to confirm your new password.
6. Click the **Change Password** button.

NOTE: The password change takes effect immediately and must be used when logging into BRICS again.



7. If you decide to leave your change password screen without submitting a new password request, click on the **Cancel** button.

- ICON KEY**
-  **Notes**
-  **Important Information**

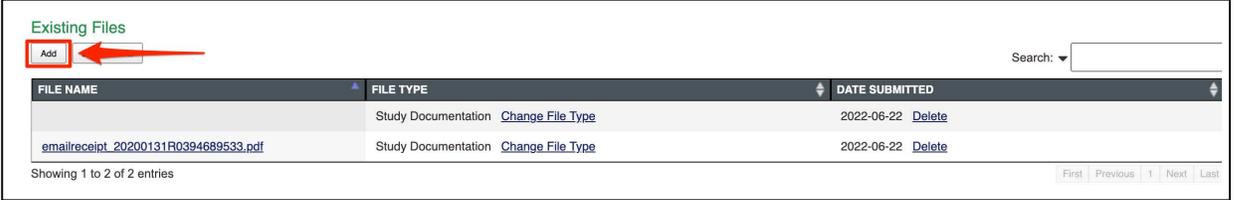
Things to Note:

-  Passwords are case sensitive and consist of 8-15 alphanumeric characters including at least 3 of the following different kinds of characters: capital letters, lowercase letters, numbers, and/or special characters.
-  Passwords display as dots for security purposes. Make sure to enter your password carefully.
-  Your old password may re-appear in the Password field if you have not cleared your browser's cache/history, especially if you had previously opted to save the password in the field. Make sure you are entering the new password before you attempt to log in. If unsure, clear the cache/history and log in again with the new password.

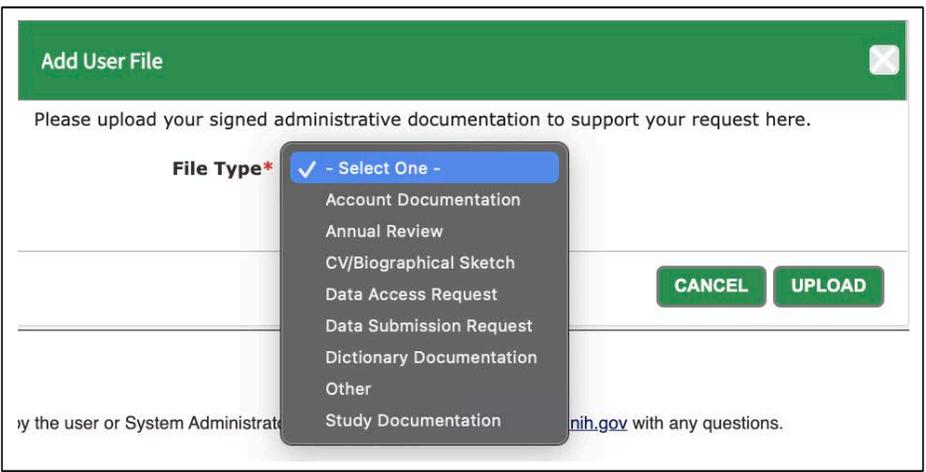
2.3.4 Upload Documentation

To upload documentation, perform the following actions:

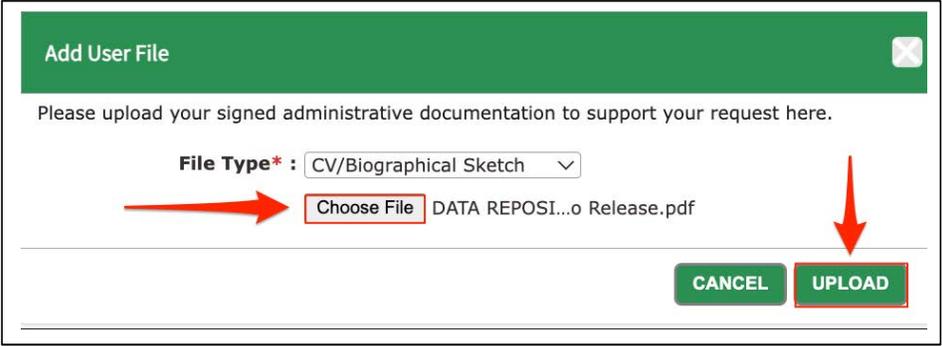
- 1. Log in to the system.
- 2. Navigate to the **Account Management** module. The **My Profile** page will open.
- 3. Scroll down the **My Profile** page until you see **Existing Files**. Click on the **Add** button to upload more documentation.



- 4. Select the **File Type** from the drop-down menu.



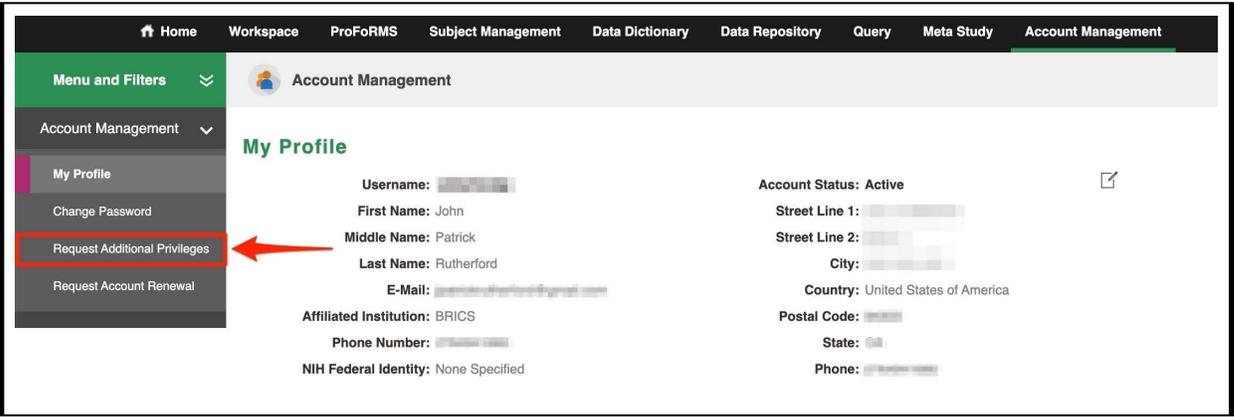
- 6. Click on the **Browse** button to select the documentation from the desired location on your computer and then click the **Upload** button to complete the document upload process.



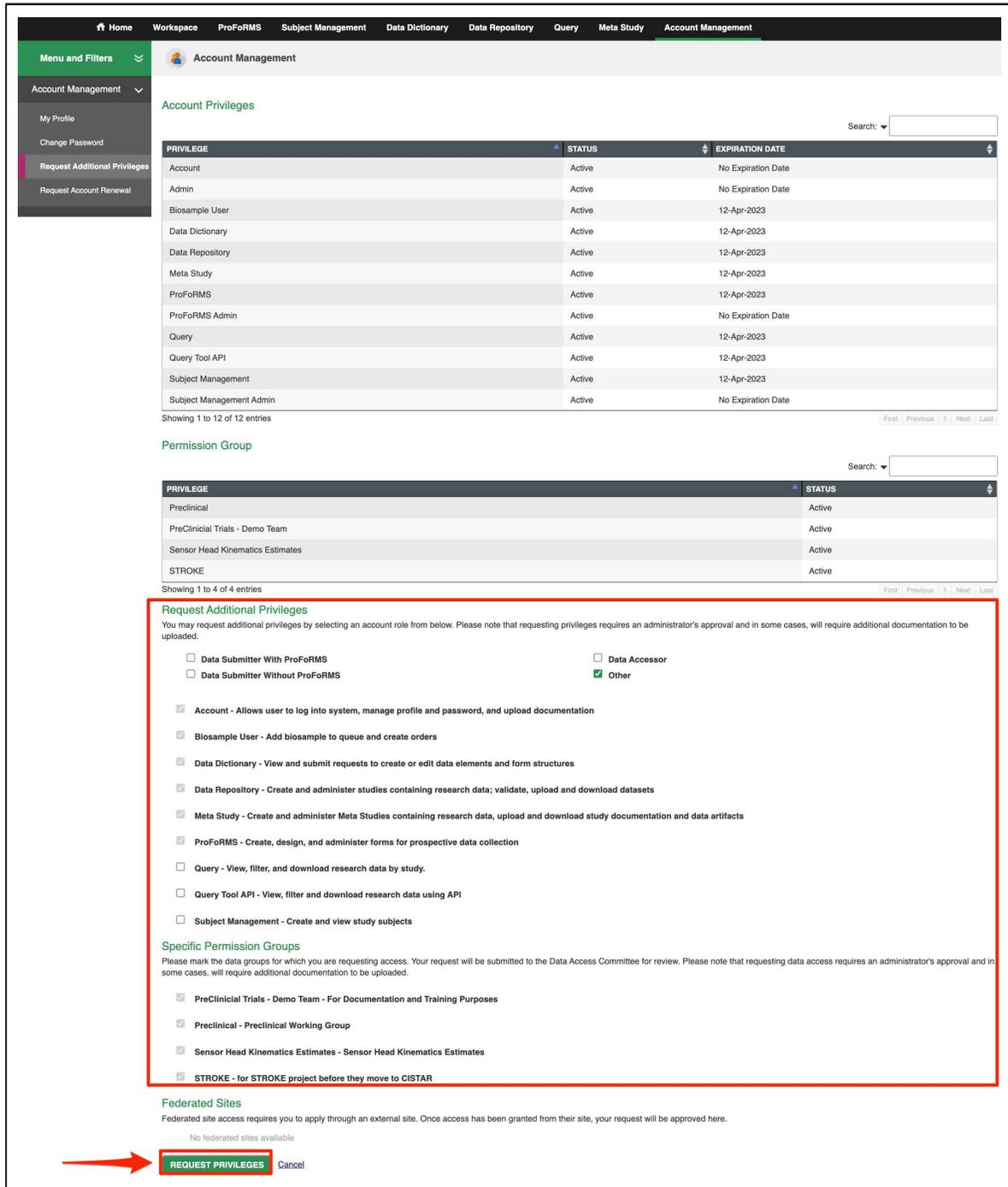
2.3.5 Request Additional Privileges

To request additional privileges, perform the following actions:

- 1. Log in to the system.
- 2. Navigate to the **Account Management** module.
- 3. Select the **Request Additional Privileges** in the left navigation bar.



4. Select the desired permission by clicking on the check box beside the specific privilege and then select **Request Privileges**.



Account Management

Account Privileges

PRIVILEGE	STATUS	EXPIRATION DATE
Account	Active	No Expiration Date
Admin	Active	No Expiration Date
Biosample User	Active	12-Apr-2023
Data Dictionary	Active	12-Apr-2023
Data Repository	Active	12-Apr-2023
Meta Study	Active	12-Apr-2023
ProFoRMS	Active	12-Apr-2023
ProFoRMS Admin	Active	No Expiration Date
Query	Active	12-Apr-2023
Query Tool API	Active	12-Apr-2023
Subject Management	Active	12-Apr-2023
Subject Management Admin	Active	No Expiration Date

Showing 1 to 12 of 12 entries

Permission Group

PRIVILEGE	STATUS
Preclinical	Active
PreClinical Trials - Demo Team	Active
Sensor Head Kinematics Estimates	Active
STROKE	Active

Showing 1 to 4 of 4 entries

Request Additional Privileges

You may request additional privileges by selecting an account role from below. Please note that requesting privileges requires an administrator's approval and in some cases, will require additional documentation to be uploaded.

Data Submitter With ProFoRMS
 Data Submitter Without ProFoRMS
 Data Accessor
 Other

- Account - Allows user to log into system, manage profile and password, and upload documentation
- Biosample User - Add biosample to queue and create orders
- Data Dictionary - View and submit requests to create or edit data elements and form structures
- Data Repository - Create and administer studies containing research data; validate, upload and download datasets
- Meta Study - Create and administer Meta Studies containing research data, upload and download study documentation and data artifacts
- ProFoRMS - Create, design, and administer forms for prospective data collection
- Query - View, filter, and download research data by study.
- Query Tool API - View, filter and download research data using API
- Subject Management - Create and view study subjects

Specific Permission Groups

Please mark the data groups for which you are requesting access. Your request will be submitted to the Data Access Committee for review. Please note that requesting data access requires an administrator's approval and in some cases, will require additional documentation to be uploaded.

- PreClinical Trials - Demo Team - For Documentation and Training Purposes
- Preclinical - Preclinical Working Group
- Sensor Head Kinematics Estimates - Sensor Head Kinematics Estimates
- STROKE - for STROKE project before they move to CISTAR

Federated Sites

Federated site access requires you to apply through an external site. Once access has been granted from their site, your request will be approved here.

No federated sites available

REQUEST PRIVILEGES Cancel

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