

BRICS USER GUIDE Account Management





CHAPTER 2 - ACCOUNT MANAGEMENT

he 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 Bio Sample orders.

2.1 Account Management Features

- View My Profile
- Edit My Profile
- 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 into your BRICS instance and select the Account Management module from either the top navigation bar or the module icon.

Home Pro	oFoRMS Subject Management D	ata Dictionary Data Repository Tools Query	y Meta Study Account Management Fo	rum
Menu 🛛 🗧	Home			
Home 🗸	Modules: Building Bloc There are a variety of key software modu functionality and downloadable tools that	the system of the system. These modules support the visio support data definition, data contribution, and data access the system of the system.	n of interconnectivity and collaboration among the resea roughout the research life cycle.	rch communities, as well as, provide a combination of web-based
				(
	ProFoRMS	Subject Management	Data Dictionary	Data Repository
	×	P		
	Tools	Query	Meta Study	Account Management
	Forum			

2. Here's the **Account Management's My Profile** page. Use the tabs to navigate through the various sections.

Home	Prof	ORMS Subject Managem	ent Data Dictionar	y Data Repository	Tools Query	Meta Study	Account Manag	gement Forum		
Menu	×	Account Manager	nent							
Account Management	~	My Profile								EDIT PROFILE
My Profile		Details	API Tokens	Module Privileges	Group & Study	Access	Files	Action History	Linked RAS Accounts	
Biosample Orders	>								n	
		Account Details								
		Username:	rutherf	ordjp8		Accou	nt Status:	Active		
		First Name:	Patrick			Street	Line 1:	1331 World		
		Middle Name:				City:		Mars		
		Last Name:	Smith			Countr	y:	United States of	of America	
		E-Mail:	jpatrick	utherford@yahoo.com		Postal	Code:	26241		
		Resource:	FITBIR			State:		WV		
		Affiliated Institution:	BRICS			Cell Ph	one:			
		Phone Number:	123456	7890						
		NIH Federal Identity:	None S	pecified						
		Data Access:	FITBIR							

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2.3 View My Profile

- 1. Open the Account Management module.
- 2. The My Profile page will display:

Home Pr	oFoRMS	Subject Manageme	nt Data Dictiona	y Data Repository	Tools	Query	Meta Study	Account Managemen	t Forum		
Menu 💝		Account Managem	ent								
Account Management 🗸	My	Profile									EDIT PROFILE
My Profile		Details	API Tokens	Module Privileges	Group &	Study Acce	55	Files Ac	tion History	Linked RAS Accounts	
Biosample Orders							_				
		Account Details									
		Username:	ruther	ordjp8			Account	Status:	Active		
		First Name:	Patrick				Street Li	ine 1:	1331 World		
		Middle Name:					City:		Mars		
		Last Name:	Smith				Country		United States	of America	
		E-Mail:	jpatrick	utherford@yahoo.com			Postal C	ode:	26241		
		Resource:	FITBIR				State:		WV		
		Affiliated Institution:	BRICS				Cell Pho	ne:			
		Phone Number:	123456	7890							
		NIH Federal Identity:	None S	pecified							
		Data Access:	FITBIR								



2.4 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 Profile button at the top right to display the Edit My Profile page.

Home ProF	oRMS Subject Management Data Dictionary Data	Repository Tools Query Meta Study	Account Management Forum
Menu 💝	Account Management		
Account Management 🗸	My Profile		
My Profile	Details API Tokens Module F	rivileges Group & Study Access	Files Action History Linked RAS Accounts
Biosample Orders >			
	Account Details		
	Username:rutherfordjp8	Account S	tatus: Active
	First Name: Patrick	Street Line	• 1: 1331 World
	Middle Name:	City:	Mars
	Last Name: Smith	Country:	United States of America
	E-Mail:jpatrickrutherford@y	ahoo.com Postal Cod	de:26241
	Resource:FITBIR	State:	WV
	Affiliated Institution: BRICS	Cell Phone	E
	Phone Number: 1234567890		
	NIH Federal Identity: None Specified		
	Data Access: FITBIR		

4. Enter the profile information you wish to edit including any contact information. Then click the **Save and Continue** button.

Account Management	0.005
dit My Profile	LLUSE
Edit Profile Add Files	Request Module Privileges Group & Study Access Request Account Renewal
Username :	rutherfordjp8
NIH Federal Identity :	
First Name * :	Patrick
Middle Name :	
Last Name * :	Smith
E-Mail * :	jpatrickrutherford@yahoo.com
Affiliated Institution* :	BRICS
Street Line 1 * :	1331 World
Street Line 2 :	
City * :	Mars
Country * :	United States of America
Postal Code * :	26241
State * :	West Virginia V
Office Phone * :	1234567890
Cell Phone Number :	
Briefly describe why you are requesting access to the system. Explain how you intend to use the system and your intentions for data submission and/or data access * :	I'm the tech writer for the documentation.
SAVE & CONTINUE	WE & FINISH Cancel

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2.5 API Token

The API token serves as your identity and access control to the entire system. This token is like a password and should be protected as such. The token updates every ~30 minutes minimum, on every login, and every session update.

Previously the API token was retrieved by making a request to /auth/login with the user's username/password. However, this has now changed:

For users to retrieve/refresh the API token, they will need to log into BRICS and navigate to the Account Management module. The "My Profile" page will load, and the API token can be accessed from there.

Account Mana	gement						
My Profile							EDIT PROFILE
Details	API Tokens	Module Privileges	Group & Study Access	Files	Action History	Linked RAS Accounts	
API Tokens			antia austan Thistolog is similar				
Token	oken serves as your identit	y and access control to the	entire system. This token is simil	ar to a password and shou	la de protected as such.		,
		Сору					



2.6 Upload Documentation

- 1. Navigate to the Account Management module. The My Profile page will open.
- 2. Select the Edit Profile button.
- 3. Click the Save and Continue button or the Add Files chevron.
- 4. Click on the **Add** button to upload more documentation.

Account Management Nevigate to the add files page. Nevigate to the add files page.	CLOSE
Edit Profile: Add Files Request Module Privileges Group & Study Access Request Account Renewal	
2. Click Add Files	Search: 🗸
FILE NAME Image: Party problem Image: Party problem Image: Party problem No data available in table Showing 0 to 0 of 0 entries	FIRST PREVIOUS NEXT LAST

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

	8
ninistrative documentation t	to support your request here.
🗸 - Select One -	
Account Documentation	
Annual Review	
CV/Biographical Sketch	
Data Access Request	CANCEL UPLOAD
Data Submission Request	
Dictionary Documentation	
Other	
Study Documentation	nih.gov with any questions.
	ninistrative documentation (- Select One - Account Documentation Annual Review CV/Biographical Sketch Data Access Request Data Submission Request Dictionary Documentation Other Study Documentation



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. Users can add a version and expiration date for their document as well.

Add User File		×
Please upload your sig	ned administrative documentation to support your request here.	
File Type*:	CV/Biographical Sketch ~	
	Choose File testData.txt	
Version :		
Expiration Date :	Clear	
	CANCEL	UPLOAD

7. Click the Save and Finish button:

Account Management		
My Profile > Edit My Profile		CLOSE
Edit Profile: Add Files		
Edit Profile Add Files	Request Module Privileges Group & Study Access Request Ac	count Renewal
Existing Files Add Files Download J	ан	Search: 🕶
FILE NAME	FILE TYPE	DATE SUBMITTED
Biographical Sketch.pdf	Annual Review Change File Type	2024-06-25 Delete
Showing 1 to 1 of 1 entries		FIRST PREVIOUS 1 NEXT LAST
Electronic Signatures FILE NAME rutherfordjp8_esig_2022-07-14 Showing 1 to 1 of 1 entries	COMPLETE DATE/TIME 2022-07-14 23:18	FIRST PREVIOUS 1 NEXT LAST
Administrative File Temp	plates	Search: v
FILE TEMPLATE	PRIVILEGES ASSOCIATED Required for Data Access Users (Data Dictionary, Data Repository, Query Tool, Meta Study)	REQUIRED FOR ANNUAL RENEWAL
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 granted for one year intervals until the end of your study's period of performance. Please contact FITBIR Operations to request an extension of your privileges.
Showing 1 to 3 of 3 entries		FIRST PREVIOUS 1 NEXT LAST
SAVE & CONTINUE SAVE &	FINISH Cancel	

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2.7 Request Additional Privileges

- 1. Navigate to the Account Management module.
- 2. Select the Edit Profile button.
- 3. Select the Request Module Privileges chevron.
- 4. Select the desired permission by clicking on the check box beside the specific privilege and then select **Request Privileges.**

My Profile > Edit My Profile CLOSE Edit Profile : Request Additional Privileges Group & Study Access Request Account Renewal Edit Profile Add Files Request Module Privileges Group & Study Access Request Account Renewal Request Module 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 Pata Submitter With ProFoRMS
Edit Profile: Request Additional Privileges Edit Profile Add Files Request Module Privileges Group & Study Access Request Account Renewal Request Module 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.
Edit Profile Add Files Request Module Privileges Group & Study Access Request Account Renewal Request Module 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. Pata Submitter With ProFoRMS
Request Module 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.
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
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
Z Data Repository - Create and administer studies containing research data; validate, upload and download datasets
Forum - Allows the user to post content and comment on other posts
Limited Query Tool Access - Allows the Data Submitter user to access study data that they have been given specific permissions in the Query Tool.
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 2. Click either button to save your changes.
✓ Query Tool API - View, filter and download report ch data using API
Subject Management - Create and visit Subjects
SAVE & CONTINUE SAVE & FINISH Cancel