



2

BRICS USER GUIDE

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 Bio Sample orders.

2.1 Account Management Features

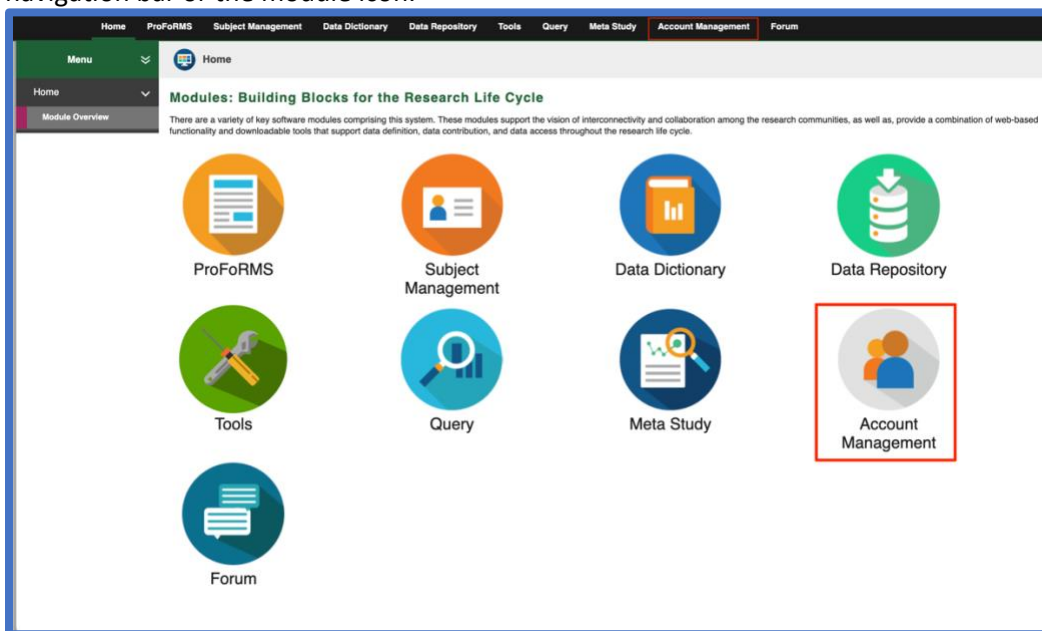
- View My Profile
- Edit My Profile
- Upload Documentation
- Request Additional Privileges

2.2 Module Navigation

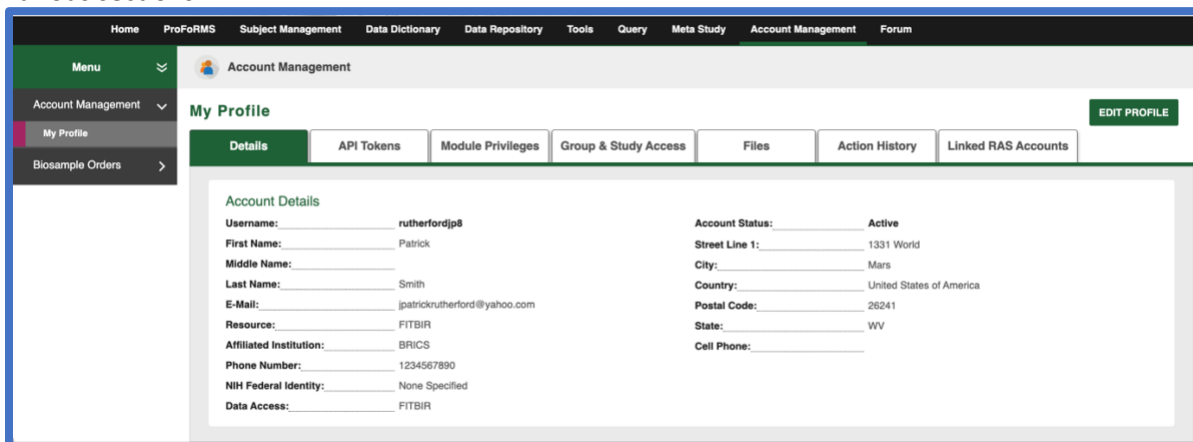
The Account Administration tools (including study administration) are available within the Account Management module.

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.

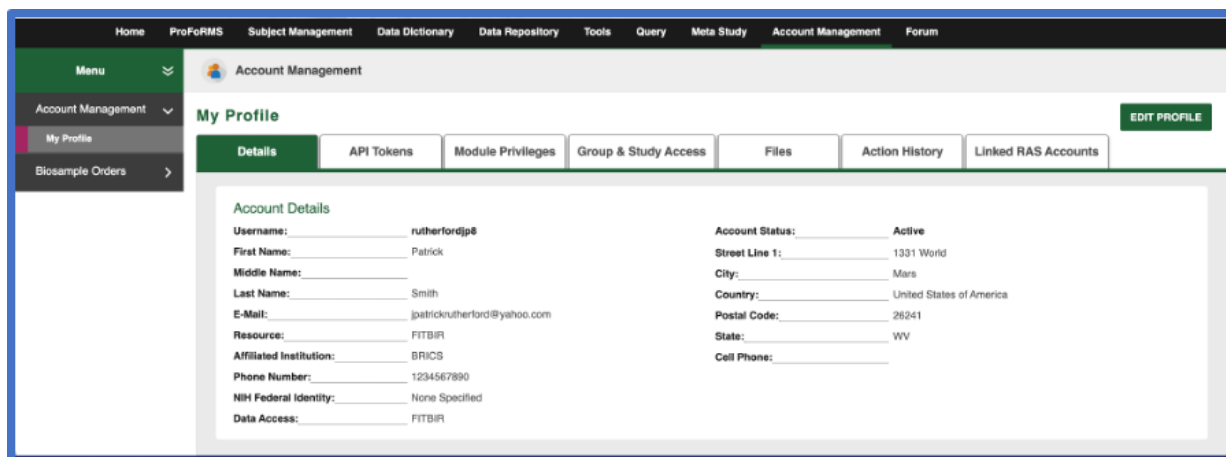


2. Here's the **Account Management's My Profile** page. Use the tabs to navigate through the various sections.



2.3 View My Profile

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



Home ProFORMS Subject Management Data Dictionary Data Repository Tools Query Meta Study **Account Management** Forum

Menu Account Management My Profile Biosample Orders

Account Management

My Profile [EDIT PROFILE](#)

Details API Tokens Module Privileges Group & Study Access Files Action History Linked RAS Accounts

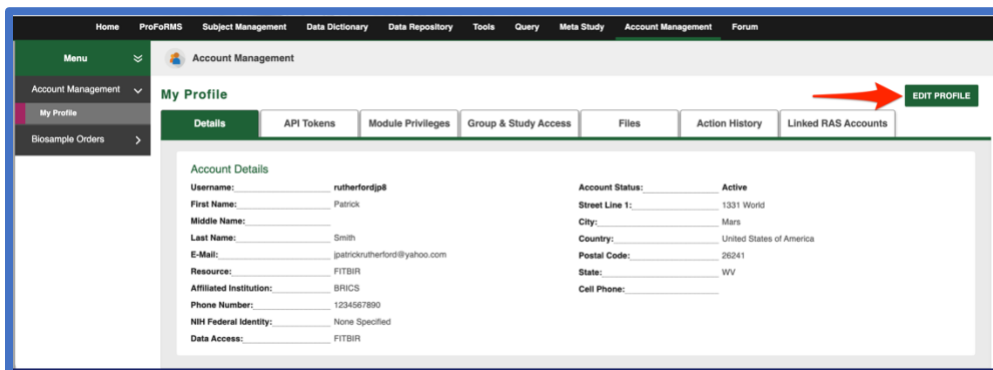
Account Details

Username:	rutherfordjp8	Account Status:	Active
First Name:	Patrick	Street Line 1:	1331 World
Middle Name:		City:	Mars
Last Name:	Smith	Country:	United States of America
E-Mail:	jpatrickrutherford@yahoo.com	Postal Code:	26241
Resource:	FITBIR	State:	WV
Affiliated Institution:	BRICS	Cell Phone:	
Phone Number:	1234567890		
NIH Federal Identity:	None Specified		
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.



Account Management

My Profile

Details API Tokens Module Privileges Group & Study Access Files Action History Linked RAS Accounts

EDIT PROFILE

Account Details

Username: rutherfordjp8 Account Status: Active

First Name: Patrick Street Line 1: 1331 World

Middle Name: City: Mars

Last Name: Smith Country: United States of America

E-Mail: jpatrickrutherford@yahoo.com Postal Code: 26241

Resource: FITBIR State: WV

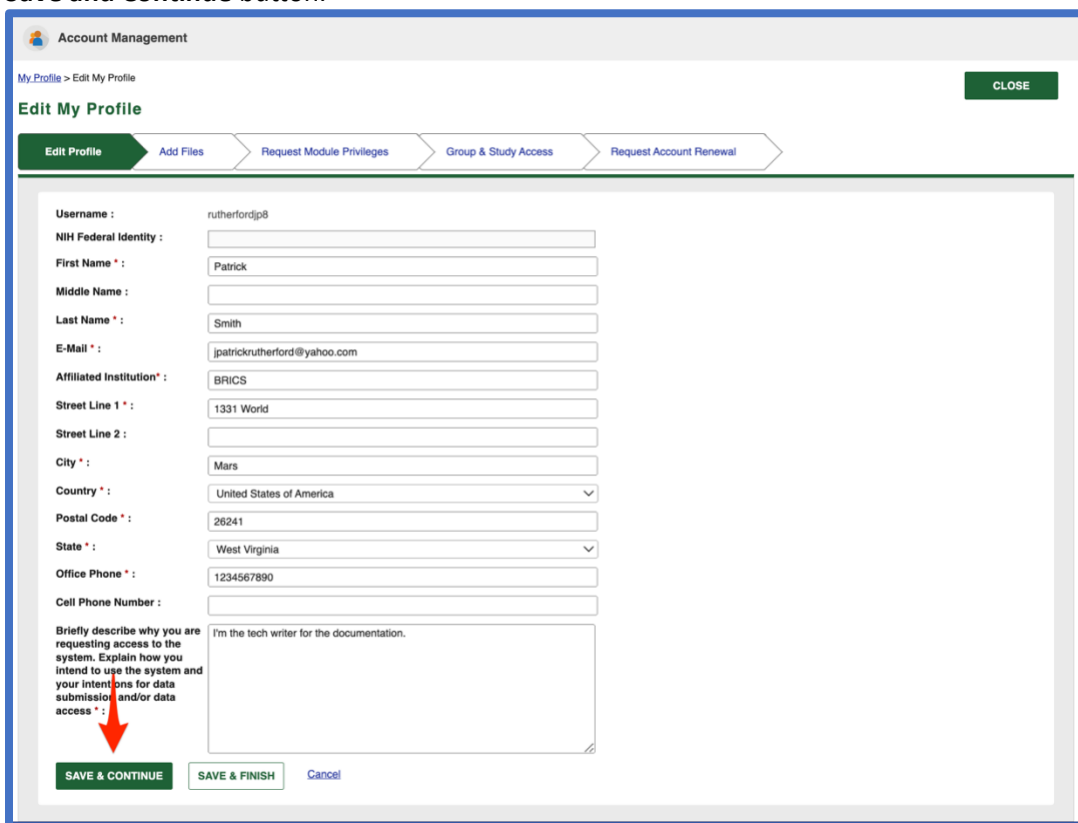
Affiliated Institution: BRICS Cell Phone:

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

My Profile > Edit My Profile

Edit My Profile

Close

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

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.

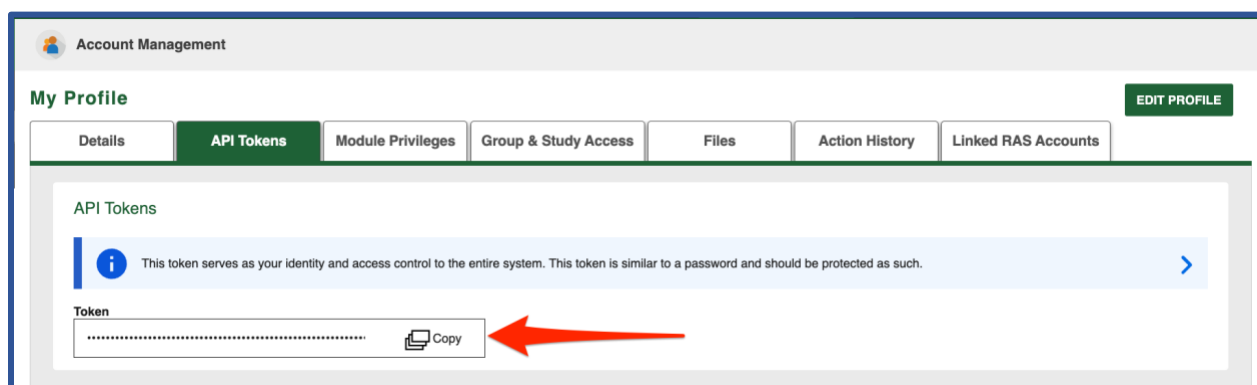
SAVE & CONTINUE SAVE & FINISH Cancel

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.

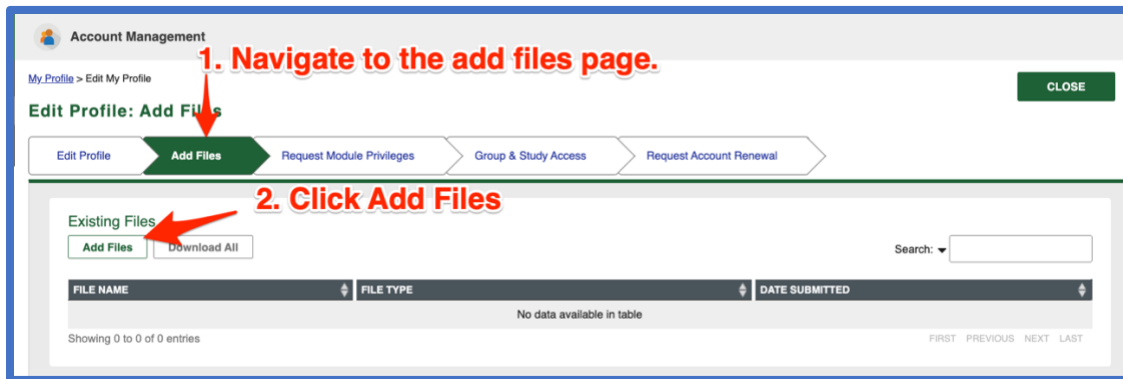
Previously the API token was retrieved by making a request to `/auth/login` with the user's username/password. However, this has now changed:

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.



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

My Profile > Edit My Profile

Edit Profile: Add Files

[Edit Profile](#)
[Add Files](#)
[Request Module Privileges](#)
[Group & Study Access](#)
[Request Account Renewal](#)

Existing Files

[Add Files](#)
[Download All](#)

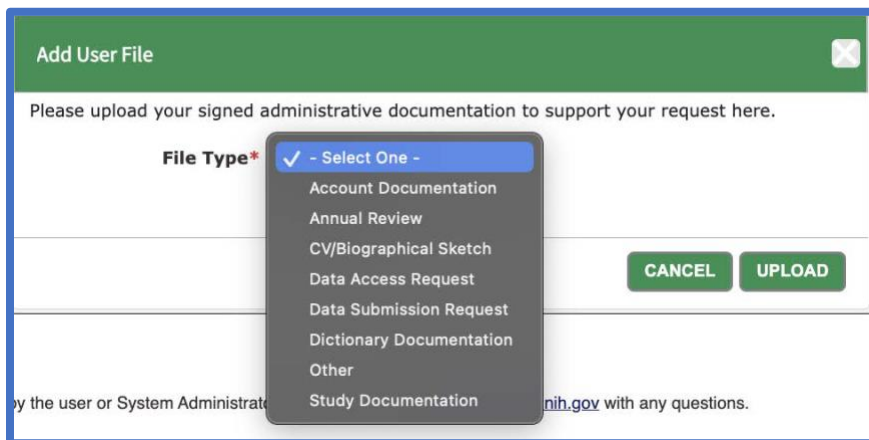
Search:

FILE NAME	FILE TYPE	DATE SUBMITTED
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.



Add User File

Please upload your signed administrative documentation to support your request here.

File Type*

- ✓ - Select One -
- Account Documentation
- Annual Review
- CV/Biographical Sketch
- Data Access Request
- Data Submission Request
- Dictionary Documentation
- Other
- Study Documentation

CANCEL UPLOAD

by the user or System Administrator. For more information, visit [nih.gov](#) with any questions.

- 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 signed administrative documentation to support your request here.

File Type*

CV/Biographical Sketch

Choose File

testData.txt

Version :

Expiration Date :

Clear

CANCEL

UPLOAD

- 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 Account Renewal

Existing Files

Add Files

Download All

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

Electronic Signatures

FILE NAME	COMPLETE DATE/TIME
rutherfordjp8_esig_2022-07-14.pdf	2022-07-14 23:18

Showing 1 to 1 of 1 entries

Administrative File Templates

Search:

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 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

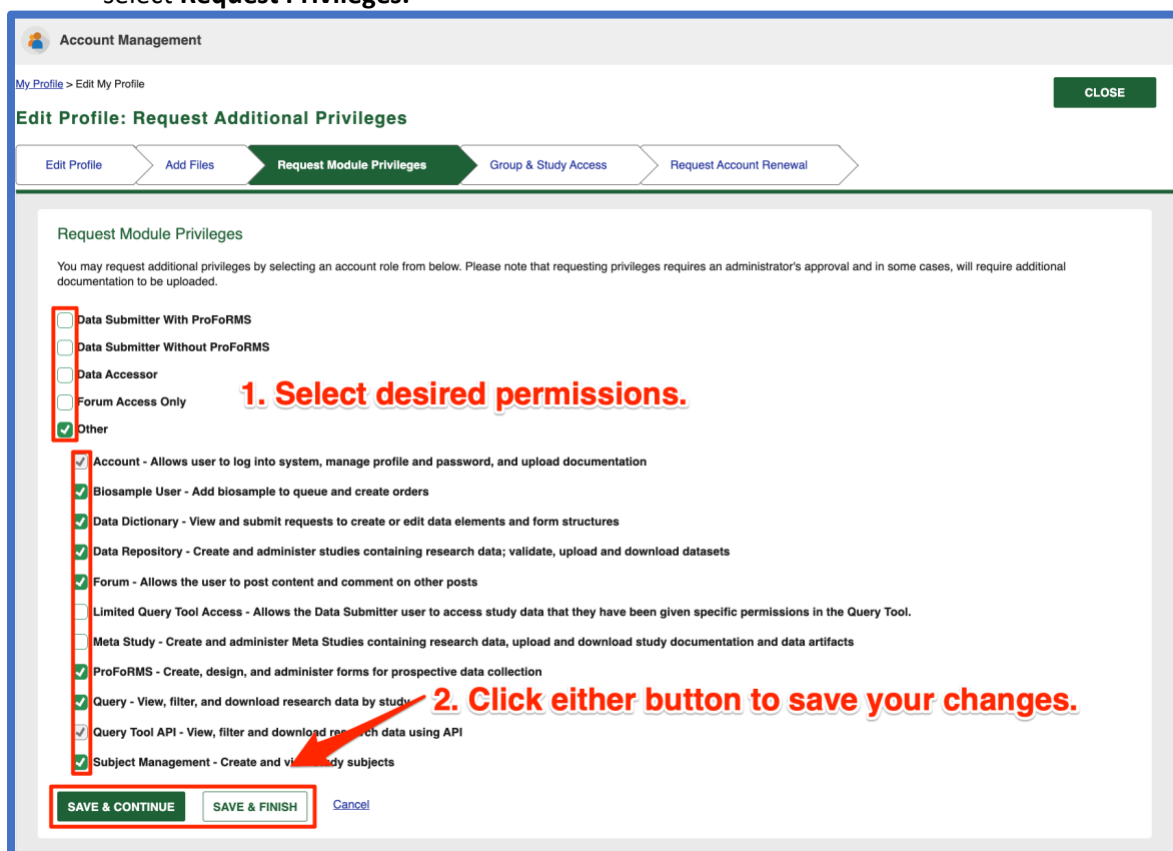
SAVE & CONTINUE

SAVE & FINISH

Cancel

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**.



Account Management

My Profile > Edit My Profile

Edit Profile: Request Additional Privileges

Close

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.

☐ Data Submitter With ProFoRMS
☐ Data Submitter Without ProFoRMS
☐ Data Accessor
☐ Forum Access Only
☒ Other

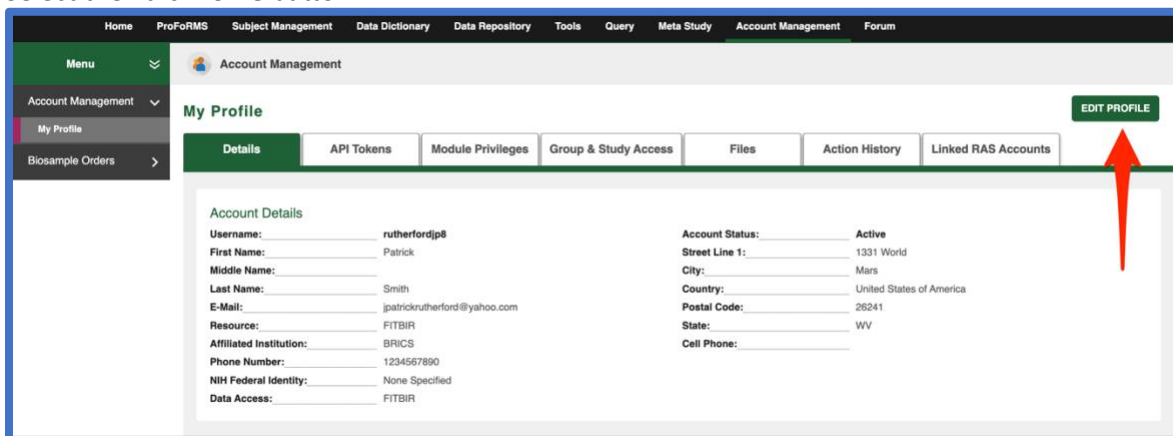
1. Select desired permissions.

☒ 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
☒ 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
☒ Query Tool API - View, filter and download research data using API
☒ Subject Management - Create and view study subjects

2. Click either button to save your changes.

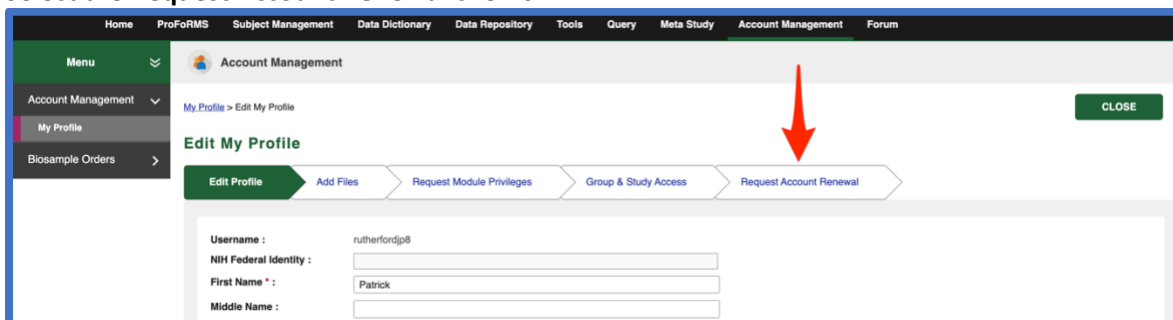
2.8 Request Account Renewal

1. Navigate to the Account Management module.
2. Select the **Edit Profile** button.



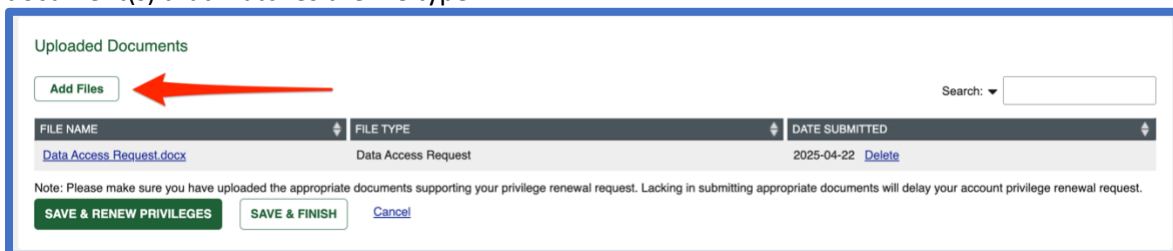
The screenshot shows the 'My Profile' page in the Account Management module. The 'EDIT PROFILE' button is located in the top right corner of the profile section and is highlighted with a red arrow.

3. Select the **Request Account Renewal** chevron.



The screenshot shows the 'Edit My Profile' page. The 'Request Account Renewal' chevron is highlighted with a red arrow.

4. Click **Add Files** and select the file type you're uploading and upload the required signed document(s) that matches the file type.



The screenshot shows the 'Uploaded Documents' section. The 'Add Files' button is highlighted with a red arrow.

FILE NAME	FILE TYPE	DATE SUBMITTED
Data Access Request.docx	Data Access Request	2025-04-22 Delete

Note: Please make sure you have uploaded the appropriate documents supporting your privilege renewal request. Lacking in submitting appropriate documents will delay your account privilege renewal request.

[SAVE & RENEW PRIVILEGES](#) [SAVE & FINISH](#) [Cancel](#)

Add User File
✕

Please upload your signed administrative documentation to support your request here.

File Type*: Data Access Request ▾ ←

Choose File Data Access Request.docx ←

Version : 1.1

Expiration Date : 05/01/2026 ⌵ Clear

CANCEL
UPLOAD

5. After uploading, your new data will appear in the uploaded documents table. Select **Save and Renew Privileges** to complete the renewal request process.

Uploaded Documents

Add Files
Search:

FILE NAME	FILE TYPE	DATE SUBMITTED
Data Access Request.docx	Data Access Request	2025-04-22 Delete

Note: Please make sure you have uploaded the appropriate documents supporting your privilege renewal request. Lacking in submitting appropriate documents will delay your account privilege renewal request.

SAVE & RENEW PRIVILEGES
←