



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

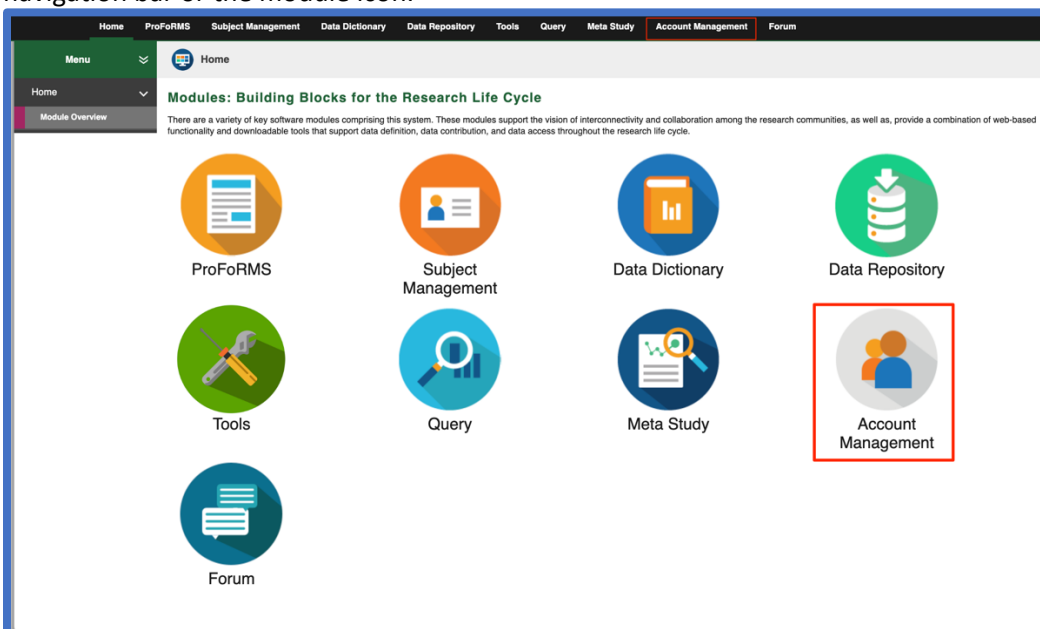
- View My Profile
- Edit My Profile
- Upload Documentation
- Request Additional Privileges

2.2 Module Navigation

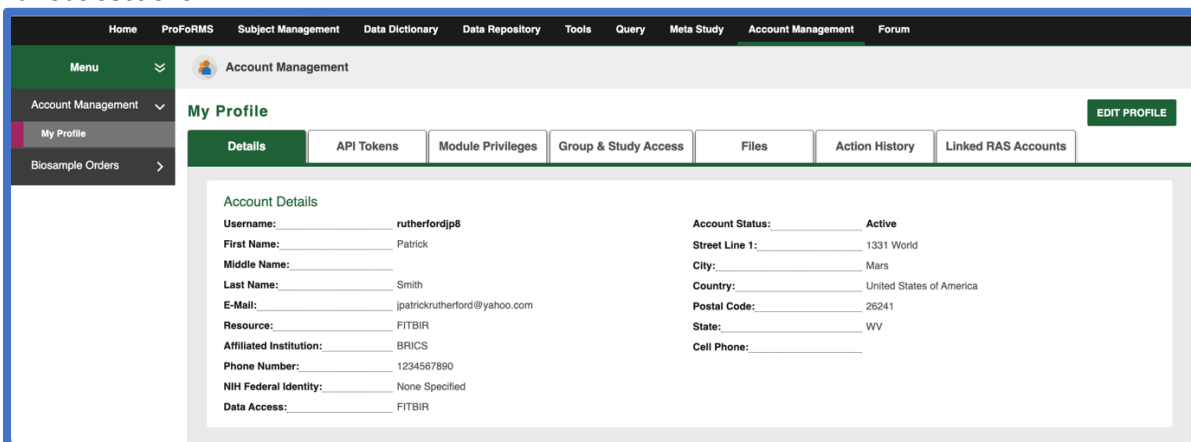
The Account Administration tools (including study administration) are available within the Account Management module.

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.

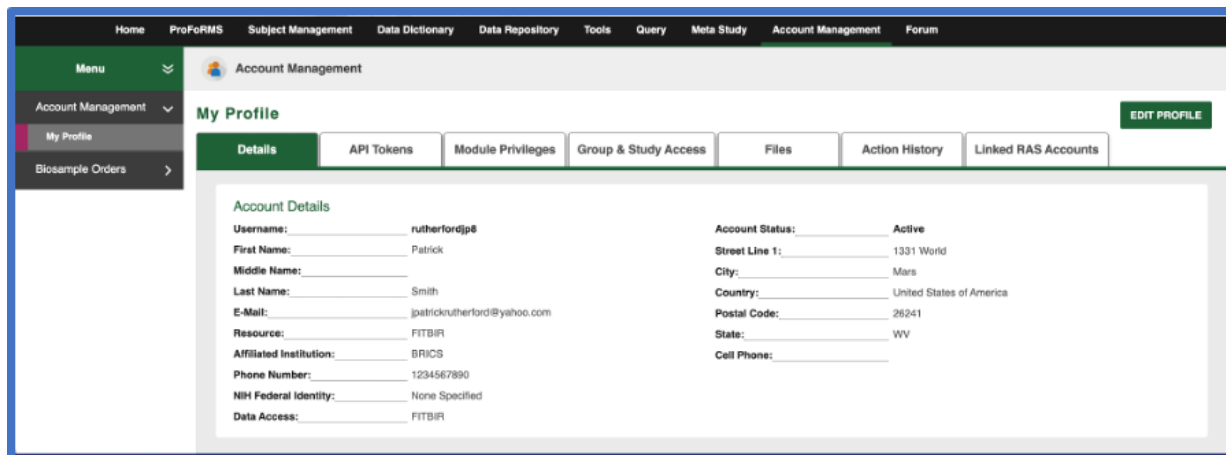


2. Here's the **Account Management's My Profile** page. Use the tabs to navigate through the various sections.



2.3 View My Profile

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

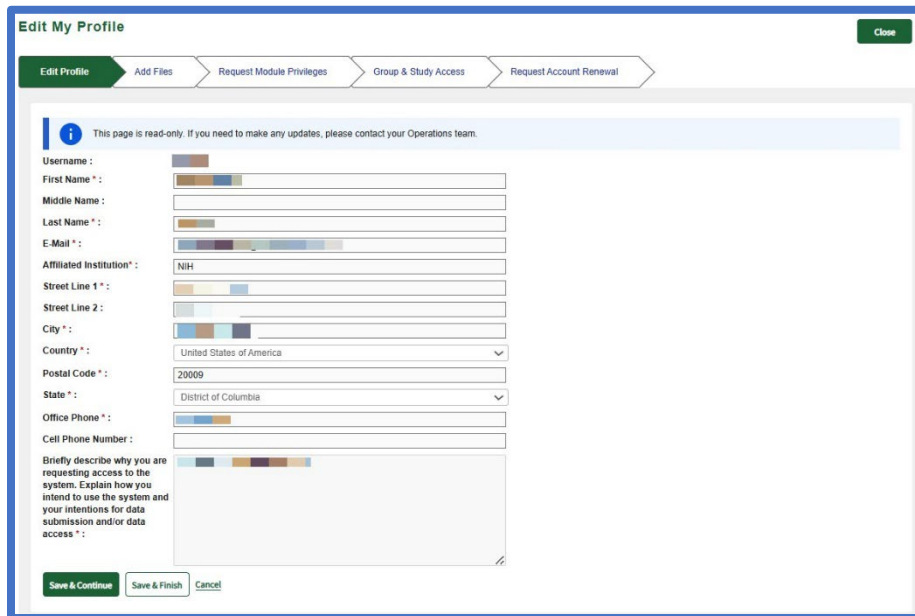


The screenshot displays the 'My Profile' page within the 'Account Management' module. The page is titled 'My Profile' and includes an 'EDIT PROFILE' button. The profile information is organized into two columns under the heading 'Account Details'.

Account Details	
Username:	rutherfordj@8
First Name:	Patrick
Middle Name:	
Last Name:	Smith
E-Mail:	jpatrickrutherford@yahoo.com
Resource:	FITBIR
Affiliated Institution:	BRICS
Phone Number:	1234567890
NIH Federal Identity:	None Specified
Data Access:	FITBIR
Account Status:	Active
Street Line 1:	1331 World
City:	Mars
Country:	United States of America
Postal Code:	26241
State:	WV
Cell Phone:	

2.4 Edit My Profile

Users can not edit their profile themselves. They will need to contact their respective operations team to make changes to their profile:



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 Management

My Profile



[EDIT PROFILE](#)

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

API Tokens

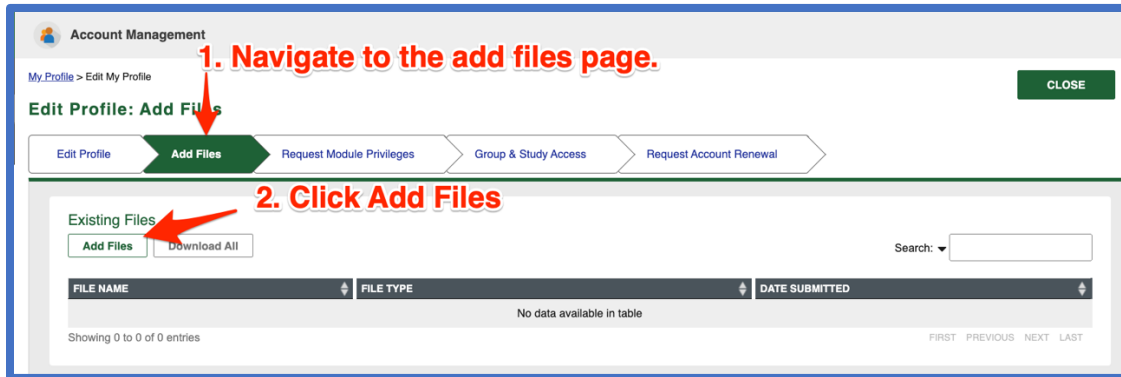
i This token serves as your identity and access control to the entire system. This token is similar to a password and should be protected as such. [>](#)

Token

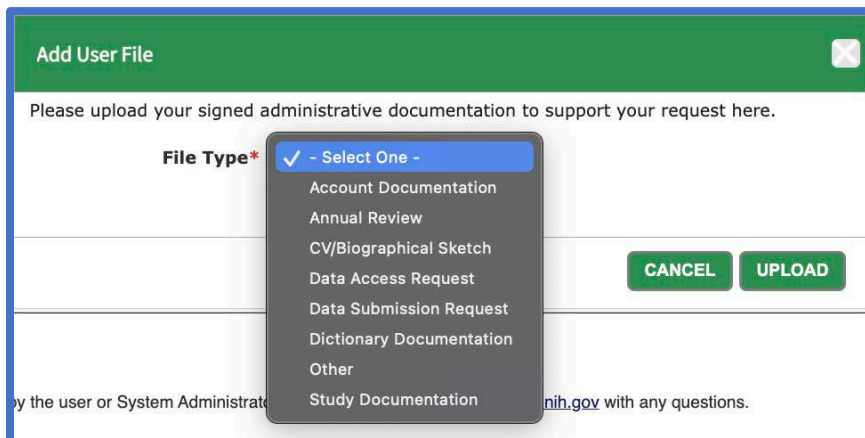
.....  Copy 

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.



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



- 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 :

CANCEL
UPLOAD

- Click the **Save and Finish** button:

Account Management
CLOSE

[My Profile](#) > [Edit My Profile](#)

Edit Profile: Add Files

Edit Profile
Add Files
Request Module Privileges
Group & Study Access
Request Account Renewal

Existing Files

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

Showing 1 to 1 of 1 entries FIRST PREVIOUS 1 NEXT LAST

Administrative File Templates

Search:

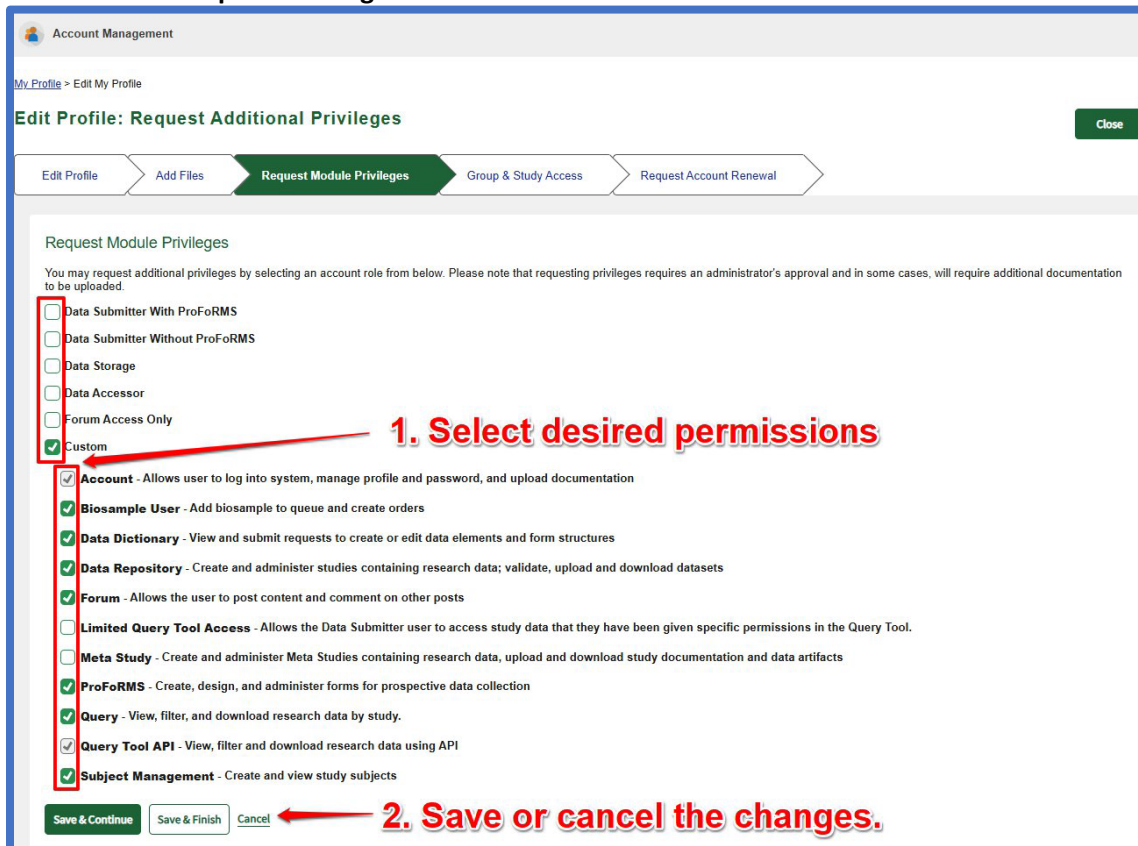
FILE TEMPLATE	PRIVILEGES ASSOCIATED	REQUIRED FOR ANNUAL RENEWAL
Biographical Sketch	Required for Data Access Users (Data Dictionary, Data Repository, Query Tool, Meta Study)	Yes
Data Access Request	Required for Data Access Users (Data Dictionary, Data Repository, Query Tool, Meta Study)	Yes
Data Submission 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 FIRST PREVIOUS 1 NEXT LAST

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

[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.

- Data Submitter With ProFoRMS
- Data Submitter Without ProFoRMS
- Data Storage
- Data Accessor
- Forum Access Only
- Custom

1. Select desired permissions

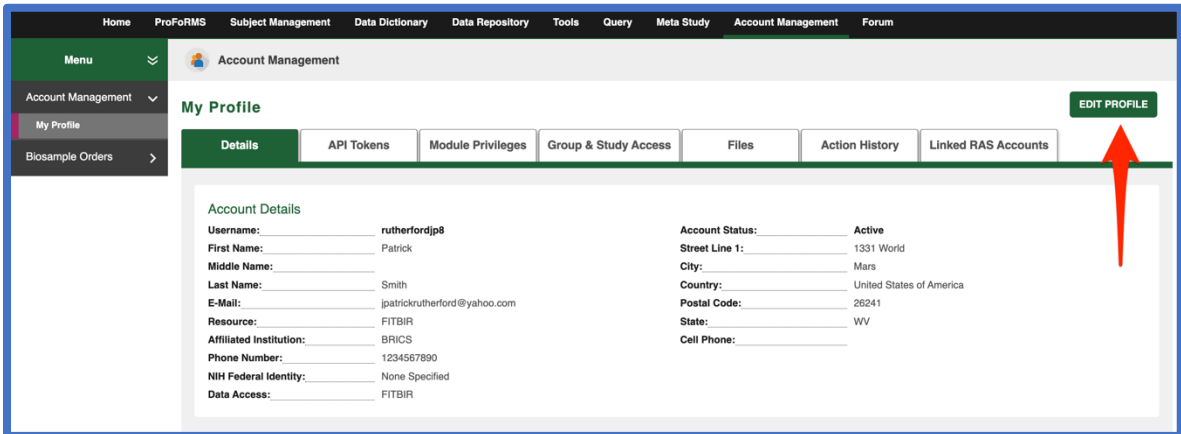
- Account** - Allows user to log into system, manage profile and password, and upload documentation
- Biosample User** - Add biosample to queue and create orders
- Data Dictionary** - View and submit requests to create or edit data elements and form structures
- Data Repository** - Create and administer 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

Save & Continue
Save & Finish
Cancel

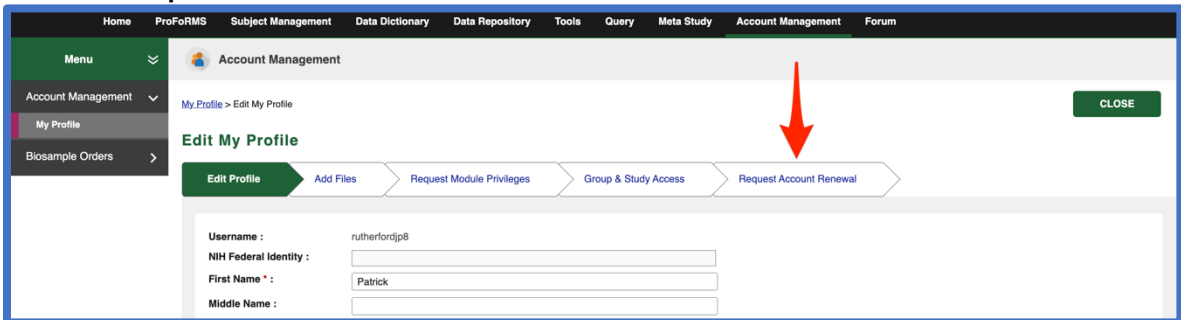
2. Save or cancel the changes.

2.8 Request Account Renewal

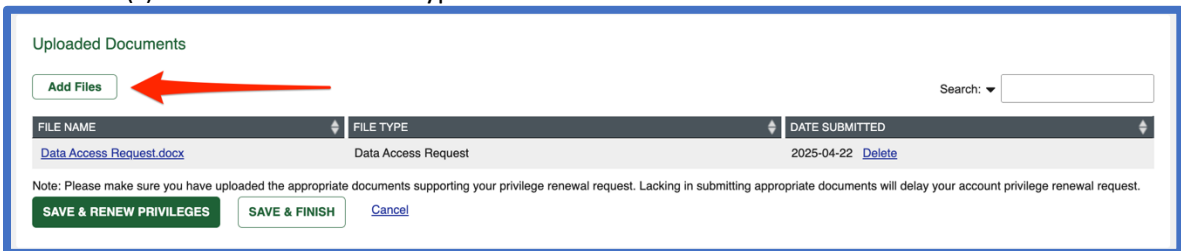
1. Navigate to the Account Management module.
2. Select the **Edit Profile** button.



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



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



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

- 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
Cancel