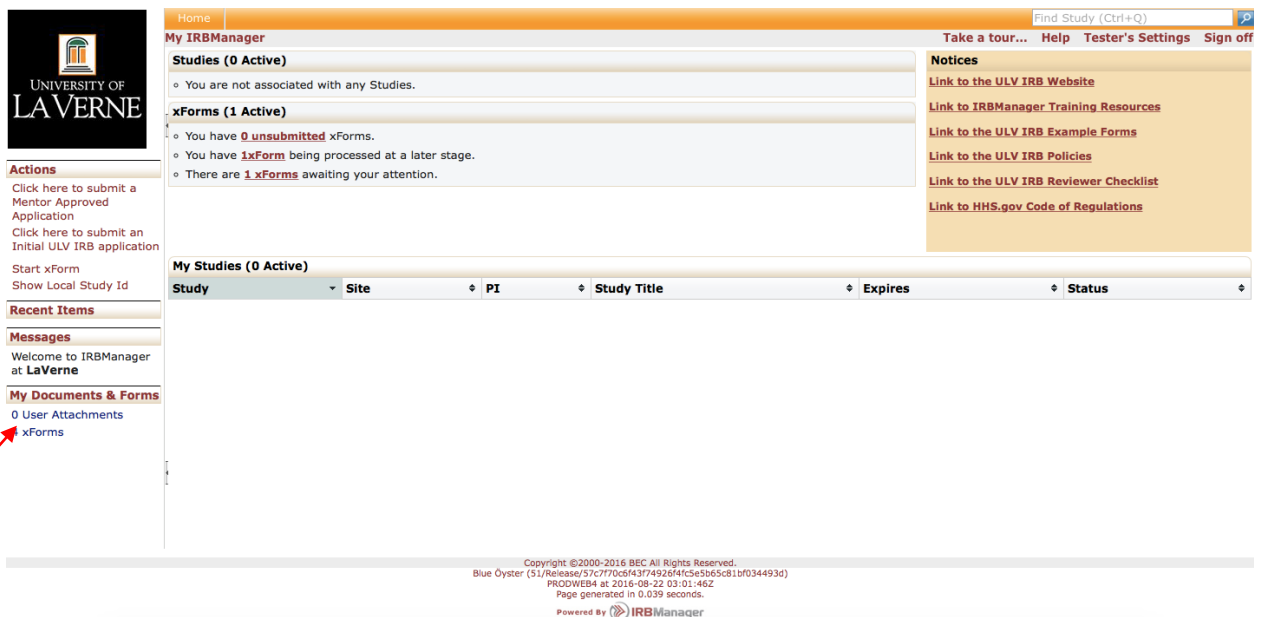


Faculty and Advisors/Mentors Human Subjects Training Certificates Upload

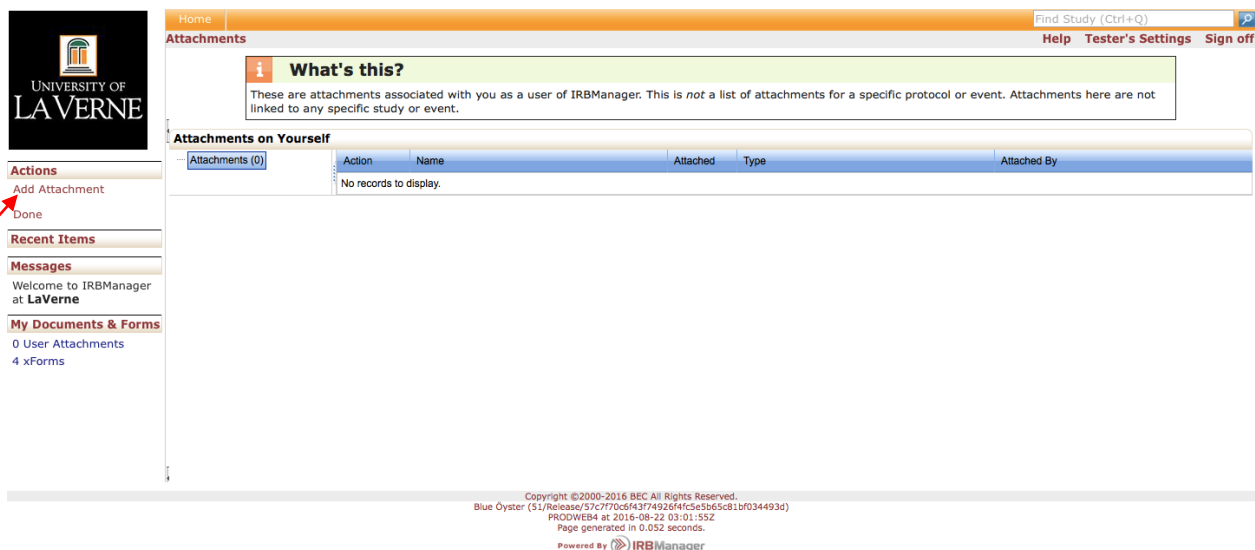
Before students can submit their applications, faculty and advisors/mentors must upload their human subjects training certificates if the IRB has not informed you that your information is in the system.

1. From your *Dashboard* click on **User Attachments**.



The screenshot shows the IRBManager dashboard for the University of La Verne. The left sidebar contains navigation links: Home, My IRBManager, Studies (0 Active), xForms (1 Active), My Documents & Forms (0 User Attachments, xForms), Recent Items, Messages, and My Documents & Forms. A red arrow points to the 'xForms' link under 'My Documents & Forms'. The main content area displays 'My IRBManager' with sections for 'Studies (0 Active)' and 'xForms (1 Active)'. The 'xForms' section shows 1 xForm being processed at a later stage. The 'My Documents & Forms' section shows 0 User Attachments and xForms. The footer contains copyright information and the IRBManager logo.

2. The following screen will appear. Click on **Add Attachment**.



The screenshot shows the 'Attachments' screen in IRBManager. The left sidebar contains navigation links: Home, My IRBManager, Studies (0 Active), xForms (1 Active), My Documents & Forms (0 User Attachments, xForms), Recent Items, Messages, and My Documents & Forms. A red arrow points to the 'Add Attachment' button under 'My Documents & Forms'. The main content area displays 'Attachments' with a 'What's this?' section explaining that these are attachments associated with the user. Below this is a table titled 'Attachments on Yourself' with columns: Action, Name, Attached, Type, and Attached By. The table shows 0 attachments and a message 'No records to display.' The footer contains copyright information and the IRBManager logo.

3. The following screen will appear. Click on the drop down box for **Type** and select **Current Human Subjects Training Certificate**.

The screenshot shows the 'Add Attachment' page in the IRBManager system. On the left is a sidebar with the University of LaVerne logo and navigation links: Actions, Recent Items, Messages, and My Documents & Forms. The main content area has a header with 'Home' and a search bar. Below the header, the page title is 'Add Attachment to Yourself'. There are three input fields: 'Name' (with a placeholder '(leave blank to use name of uploaded file)'), 'Type' (a dropdown menu currently showing 'Copyright Permissions for Study Material(s)'), and 'File' (with a 'Select' button). Below these fields is a message: 'You can also drag one (or more) files here.' and an 'Attach' button. A red arrow points to the 'Type' dropdown menu. At the bottom of the page, there is a footer with copyright information and the IRBManager logo.

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Blue Oyster (51/Release/57c770d54374926f4f5e5b65c81bf034493d)
PRODWEB4 at 2016-08-22 03:02:06Z
Page generated in 0.076 seconds.
Powered By IRBManager

4. The following screen will appear. Click on **Select**.

This screenshot shows the same 'Add Attachment' page as the previous one, but with the 'Type' dropdown menu now set to 'Current Human Subjects Training Certification'. The 'File' field now shows 'no files selected' and the 'Attach' button is disabled. A red arrow points to the 'Select' button next to the 'File' field. The sidebar and footer are the same as in the previous screenshot.

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PRODWEB4 at 2016-08-22 03:02:06Z
Page generated in 0.076 seconds.
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5. Select the document you want to download using procedures for your computer type (e.g. Mac). The following screen will appear with the file name you selected next to **File**. Click **Attach**.

Home | Find Study (Ctrl+Q) | Help | Tester's Settings | Sign off

UNIVERSITY OF LAVERNE

Actions
Done

Recent Items

Messages
Welcome to IRBManager at LaVerne

My Documents & Forms
0 User Attachments
4 xForms

Add Attachment

Add Attachment to Yourself

Name: (leave blank to use name of uploaded file)

Type: Current Human Subjects Training Certification

File: Screen Shot 2016-08-20 at 6.04.53 PM.png [Remove]

Select

You can also drag one (or more) files here.

Attach

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PRODWEB4 at 2016-08-22 03:02:06Z
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6. The following screen will appear. Click **Done** to return to your *Dashboard*.

Home | Find Study (Ctrl+Q) | Help | Tester's Settings | Sign off

UNIVERSITY OF LAVERNE

Actions
Add Attachment
Done

Recent Items

Messages
Welcome to IRBManager at LaVerne

My Documents & Forms
1 User Attachments
4 xForms

Attachments

What's this?
These are attachments associated with you as a user of IRBManager. This is *not* a list of attachments for a specific protocol or event. Attachments here are not linked to any specific study or event.

Attachments on Yourself

Action	Name	Attached	Type	Attached By
[Icons]	Screen Shot 2016-08-20 at 6.04.53 PM.png	8/21/2016	Current Human Subjects Training Certification	tester

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Blue Oyster (51/Release/57c7f70dc643f749264f5e5b65c81b034493d)
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