

## Updating Your Contact Information and Profile in webIRB

### Updating Your Contact Information

1. After logging into webIRB at <https://webirb.research.ucla.edu/WEBIRB/> click on your name to go to your contact information section.



2. Provide or update your:
  - a. Email address
  - b. Degree(s)
  - c. Title
  - d. Department
  - e. Telephone number
3. Click on the **Apply** button to save your information.

**SANDBOX** UCLAwEBIRB

A PIS | My Home | Logoff

webIRB Home IRB Protocols

Root > A PIS

**A PIS**

Title: \_\_\_\_\_ E-mail: test@test.com  
 Division: SOCIOLOGY Business: \_\_\_\_\_  
 Department: ACADEMIC DEPARTMENTS Mobile: \_\_\_\_\_  
 Secondary Department: \_\_\_\_\_

Note for Employees: The information for your account was obtained from the UCLA Employee Database. Please contact your department administrator if changes are needed for the listed Division or Department. Changes to the other fields can be made below.

**2** Properties Account Notification Settings

Honorific: -- Select One --

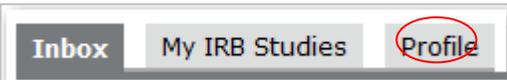
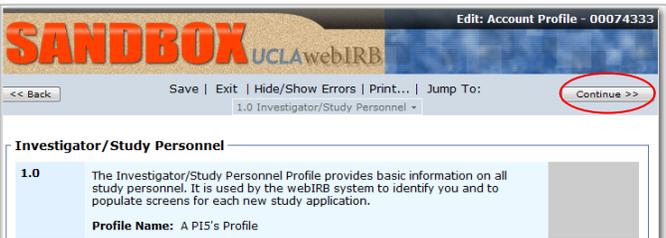
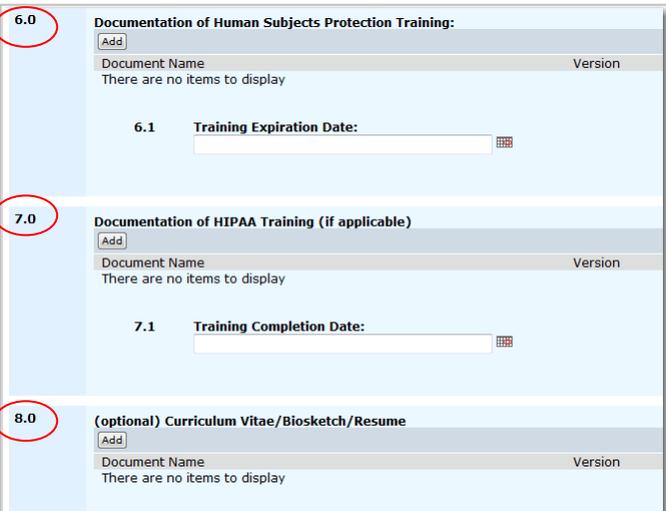
First: A Secondary Department: \_\_\_\_\_  
 Middle: \_\_\_\_\_ Business: \_\_\_\_\_  
 Last: PIS Mobile: \_\_\_\_\_  
 Degree(s): Add Home: \_\_\_\_\_  
 Title: There are no items to display Fax: \_\_\_\_\_  
 E-mail 1: test@test.com

Addr 1: \_\_\_\_\_  
 Addr 2: \_\_\_\_\_  
 Addr 3: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: -- Sele Zip: \_\_\_\_\_  
 Country: -- Select One --

**3** Apply

\* Required

## Updating Your Profile

<p>1. After logging into webIRB at <a href="https://webirb.research.ucla.edu/WEBIRB/">https://webirb.research.ucla.edu/WEBIRB/</a> click the <b>Profile</b> tab:</p>	
<p>2. Once in the <b>Profile</b> tab, click on the link to go to your profile:</p>	
<p>3. Click on <b>Edit Researcher Profile</b>:</p>	
<p>4. Complete Section 1.0 of your profile. Use the <b>Continue</b> button to navigate through your profile and complete all required sections.</p>	
<p>5. Upload your training certifications and CV in Section 2.0, Items 6.0-8.0:</p>	
<p>6. Remember to click on <b>Save</b> and <b>Exit</b> when you are done updating your profile</p>	