



SOP-03 FITBIR Request Additional Account Privileges

FITBIR is a restricted access portal that allows a search of data relevant to traumatic brain injury (TBI) research. A FITBIR account is required to submit or access TBI-related data. Investigators and data managers at research sites are invited to request an account. To provide maximum protection for the confidentiality of research participants whose data is stored in FITBIR, professional credentials are verified by the FITBIR Data Access & Quality Committee (DAQ) during the account request process.

Prerequisites:

Valid FITBIR account (at a minimum must have User (Default Access) privilege)

Procedure:

This procedure provides process steps for privilege request initiation, authorization, and validation. The entire procedure typically requires 1-3 business day (assuming Prerequisites are already met)

Additional Account Requests

1. Point your browser to the FITBIR website at <http://fitbir.nih.gov>.
2. Click on LOG INTO FITBIR.
3. Click on the Account Management icon in Workspace or the Account Management tab in the top navigation.
4. Select the Request Additional Privileges from the left navigation.
5. Click on the + next to Request Additional Privileges to expand the choices.
6. Click next to desired privilege(s). A check will appear when selected.
7. Click Request Privileges at bottom of page when finished.
8. A Privilege Request Confirmation page will appear when data is successfully entered.

Account Request Review and Authorization

1. FITBIR Staff review the information provided in privilege request.
2. FITBIR Staff may contact applicant for more information about intended use of the privilege.
3. The FITBIR Admin sends an automated email message to user.



Account Validation

1. Watch email inbox for a message from "FITBIR-ops@mail.nih.gov" with subject "FITBIR Website profile update status."
2. Review message. If approved, privilege is applied upon next log in to FITBIR. If denied, review the message and contact the FITBIR Member Center with any questions.
3. Return to the FITBIR website to login.