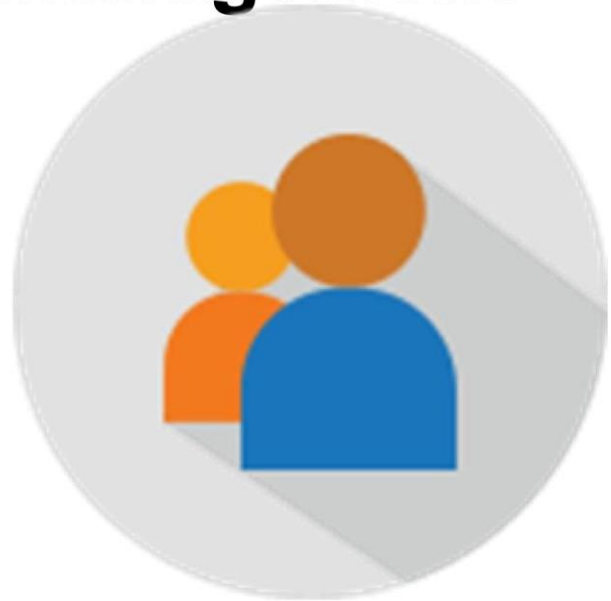


Chapter

2

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 BioSample orders.

2.1 OBJECTIVE

This chapter provides information for users on how to:

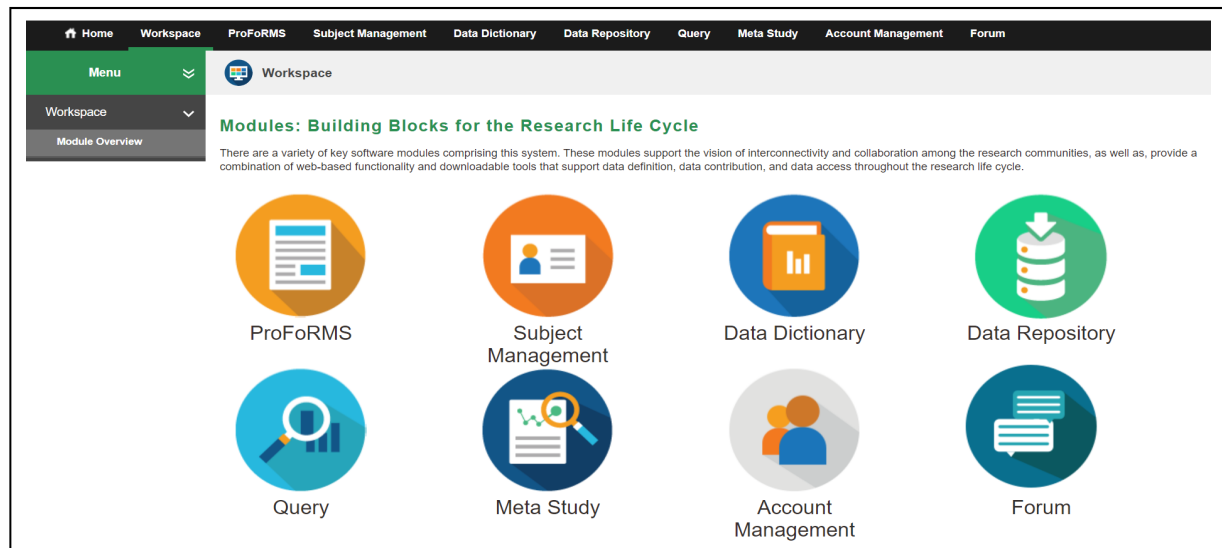
- ❖ Account Management:
 - View My Profile
 - Edit My Profile
 - Change Password
 - Upload Documentation
 - Request Additional Privileges

2.2 MODULE NAVIGATION

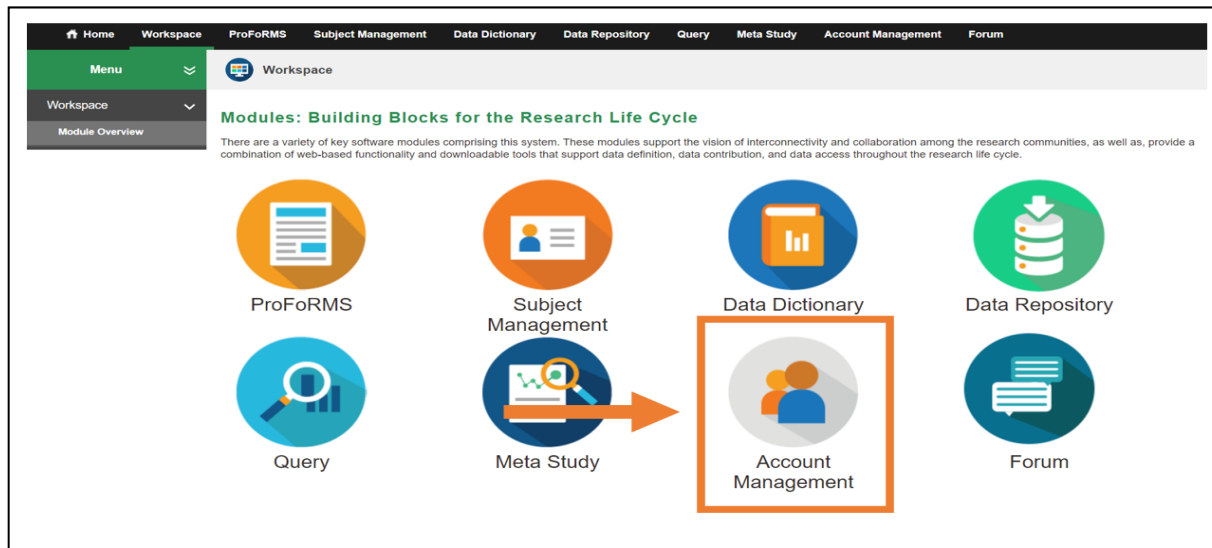
The **Account Administration** tools (including study administration) are available within the Account Management module.

To access the **Account Management** module, perform the following actions:

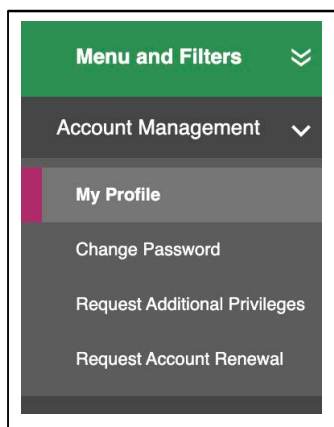
1. Log in to the system.
2. Navigate to the **Workspace** landing page.



3. Click the **Account Management** module icon.




4. Click the **Account Management** menu using the left side menu to navigate through the sub-menus. With the **Account Privileges** available to all users, the following is displayed::



Things to Note:

ICON KEY

 Use the left side menu to navigate through the module.

 Notes

 Important

Information

2.3 ACCOUNT MANAGEMENT

The **Account Management** module houses the following features:

- ❖ View My Profile
- ❖ Edit My Profile
- ❖ Change Password
- ❖ Upload Documentation
- ❖ Request Additional Privileges


All BRICS users have access to the Account Management module; however, your role determines what you can and cannot do within the module.

2.3.1 View My Profile

When logged into the system, a user may access the My Profile page at any time.

To display **My Profile**, perform the following actions:

1. Open the **Account Management** module.
2. The **My Profile** page will display, see photo on following page.


Welcome Alexander | Log Out

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

Menu

Account Management

My Profile

Change Password

Request Additional Privileges

Request Account Renewal

My Profile

Username: <input type="text" value="aburnett"/>	Account Status: <input type="text" value="Active"/>
First Name: <input type="text" value="Alexander"/>	Street Line 1: <input type="text" value="1000 17th St NW"/>
Middle Name: <input type="text" value=""/>	Street Line 2: <input type="text" value=""/>
Last Name: <input type="text" value="Burnett"/>	City: <input type="text" value="Bethesda, MD"/>
E-Mail: <input type="text" value="aburnett6917@gmail.com"/>	Country: <input type="text" value="United States of America"/>
Affiliated Institution: <input type="text" value="NIH"/>	Postal Code: <input type="text" value="20814"/>
Phone Number: <input type="text" value="301-954-1177"/>	State: <input type="text" value="DC"/>
NIH Federal Identity: <input type="text" value="None Specified"/>	Phone: <input type="text" value="301-954-1177"/>

Account Privileges

PRIVILEGE	STATUS	EXPIRATION DATE
Account	Active	No Expiration Date
Data Dictionary	Active	2025-12-31
Data Repository	Active	2025-12-31
Forum	Active	2023-10-29
Meta Study	Active	2025-12-31
ProFORMS	Active	2025-12-31
Query	Active	2025-12-31
Subject Management	Active	2025-12-31

Showing 1 to 8 of 8 entries

Permission Group

PRIVILEGE	STATUS
No data available in table	

Showing 0 to 0 of 0 entries

Existing Files

FILE NAME	FILE TYPE	DATE SUBMITTED	EXPIRATION DATE	STATUS
FITBIR_Submission_Request.pdf	Account Documentation	2021-09-10		Delete

Showing 1 to 1 of 1 entries

Electronic Signatures

FILE NAME	COMPLETE DATE/TIME
aburnett_esig_2021-09-10.pdf	2021-09-10 14:14

Showing 1 to 1 of 1 entries

Administrative File Templates

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 given until end of study's period of performance. Please contact the Operations team if privilege extension required.

Showing 1 to 3 of 3 entries

Account Action History

This is a record of any action taken by the user or System Administrator. Please contact FITBIR-ops@mail.nih.gov with any questions.

ACTION TYPE	COMMENT	DATE MADE
Password reset requested by System Admin	Password reset requested by Admin	2023-06-20
Password reset by Burnett, Alexander	Password reset	2023-02-21
Profile information edited by System Admin	The field E-Mail was changed from "aburnett6917@gmail.com" to "alexander.burnett@nih.gov".	2023-02-21
Password reset requested by Burnett, Alexander	Password reset requested by User	2022-10-25
Module expiration date was changed by System Admin	Query expiration date was changed from 2022-09-10 to 2025-12-31 Meta Study expiration date was changed from 2022-09-10 to 2025-12-31 Data Dictionary expiration date was changed from 2022-09-10 to 2025-12-31 Data Repository expiration date was changed from...	2021-09-10
Account request approved by System Admin	FOps Team member	2021-09-10
Account requested by Burnett, Alexander	FITBIR Ops Non-admin account	2021-09-10

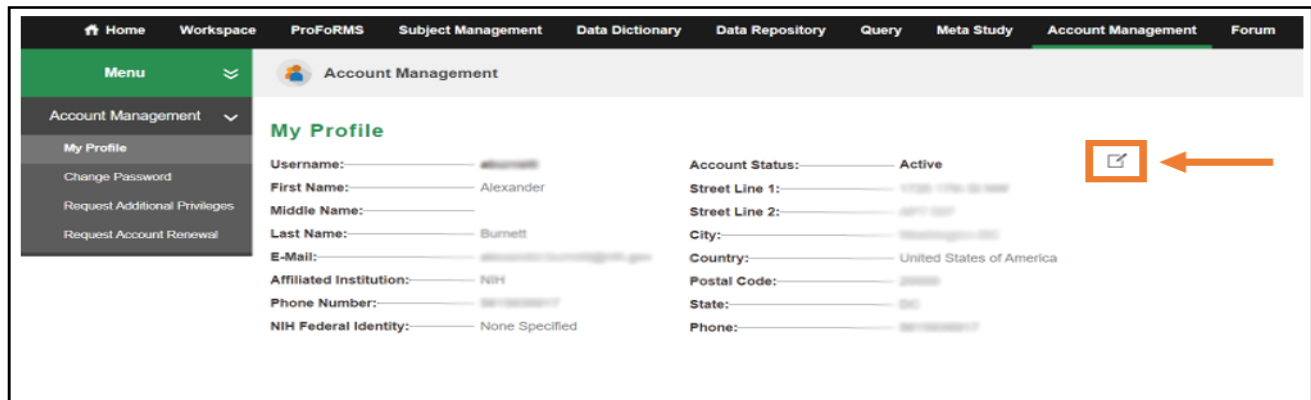
Showing 1 to 7 of 7 entries

2.3.2 Edit My Profile

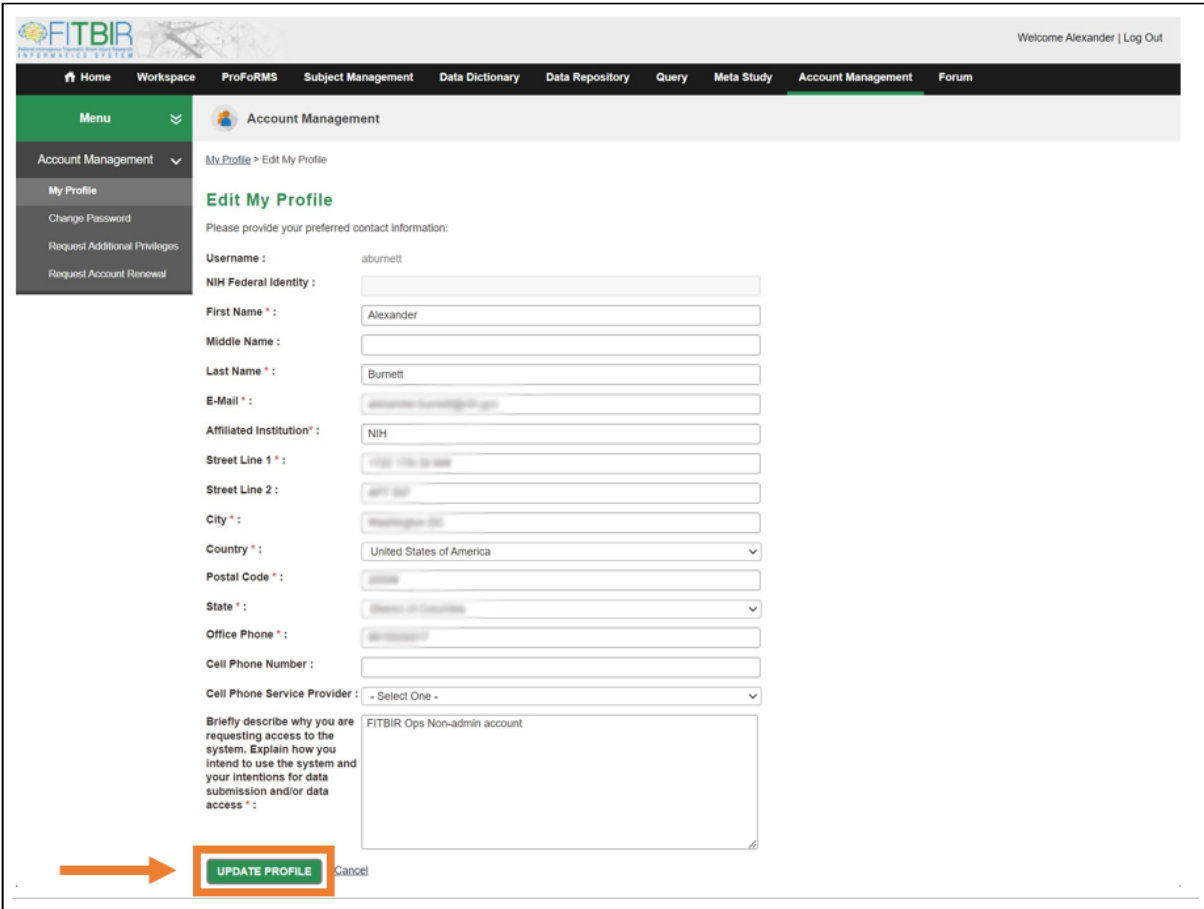
When logged into the system, a user's account profile can be changed using the **Edit My Profile** option.

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 My Profile Icon** to display the Edit My Profile page.



4. Enter the profile information you wish to edit including any contact information. Then click the **Update Profile** button to update your profile.



The screenshot shows the FITBIR Account Management interface. The user is logged in as Alexander. The page title is "Account Management" and the current view is "Edit My Profile". The form contains the following fields:

- Username: aburnett
- NIH Federal Identity: [Empty]
- First Name *: Alexander
- Middle Name: [Empty]
- Last Name *: Burnett
- E-Mail *: alexander.burnett@nih.gov
- Affiliated Institution*: NIH
- Street Line 1 *: [Empty]
- Street Line 2: [Empty]
- City *: Washington DC
- Country *: United States of America
- Postal Code *: [Empty]
- State *: District of Columbia
- Office Phone *: [Empty]
- Cell Phone Number: [Empty]
- Cell Phone Service Provider: - Select One -
- 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 *: FITBIR Ops Non-admin account

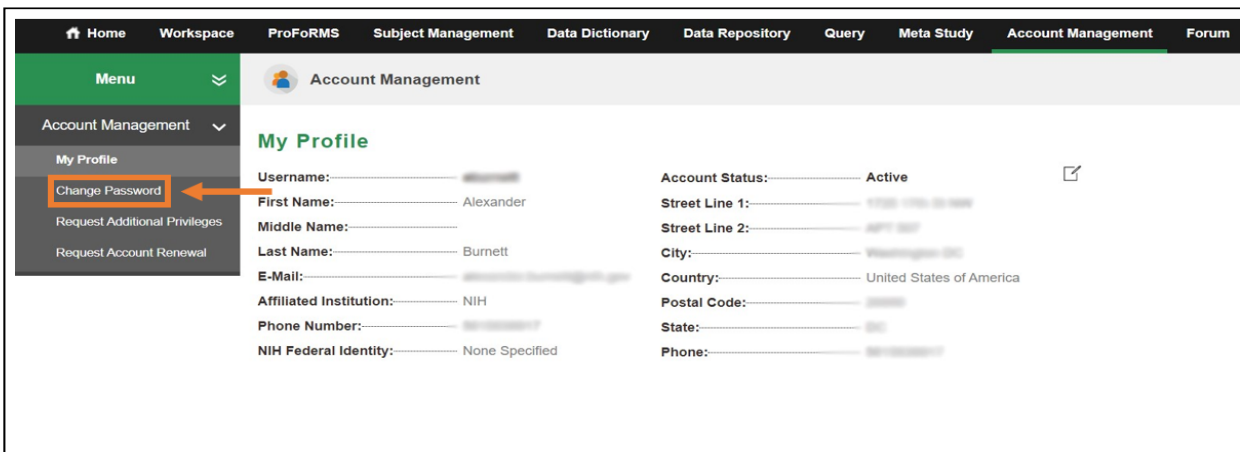
An orange arrow points to the **UPDATE PROFILE** button, which is highlighted with an orange box. A "Cancel" button is also visible next to it.

2.3.3 Change Password

When logged into the system, a user's account password can be changed using the *Change Password* link on the left side menu. This may be performed at any time to enhance security as necessary or for any other personal reason you would like to change your password.

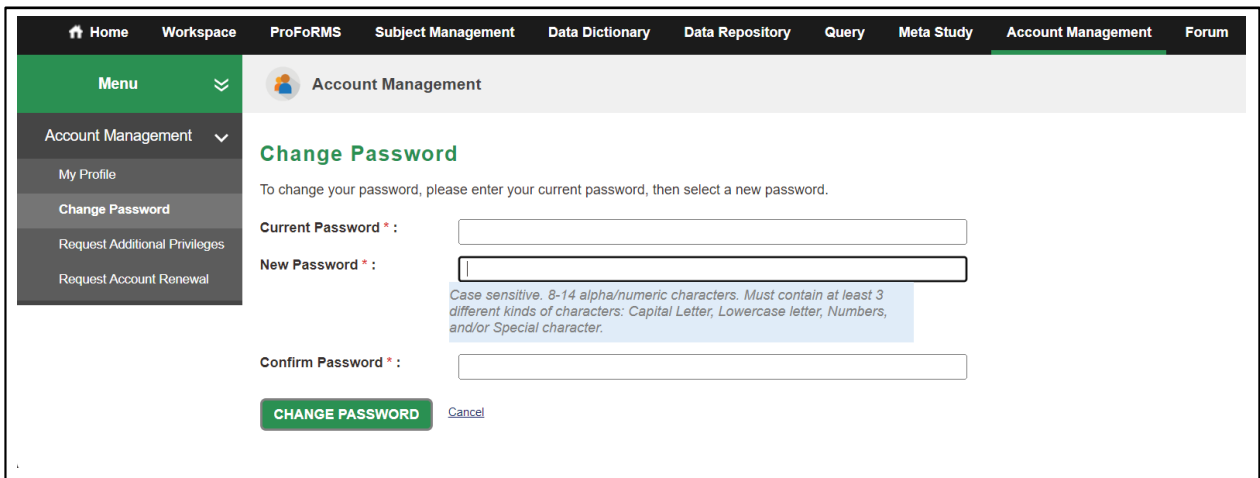
To change your password, perform the following actions:

1. Log in to the system.
2. Navigate to the **Account Management** module.
3. Click on the **Change Password** link in the left navigation.



4. Select the **Change Password** tab.
 - a. The **New Password** textbox expands to display the password creation standards that must be followed when choosing a new password.
5. Enter your **Current Password**, **New Password**, and **Confirm Password** in the text boxes to confirm your new password.
6. Click the **Change Password** button.




NOTE: The password change takes effect immediately and must be used when logging into BRICS again.



7. If you decide to leave your change password screen without submitting a new password request, click on the **Cancel** button.

ICON KEY
Notes
Important Information

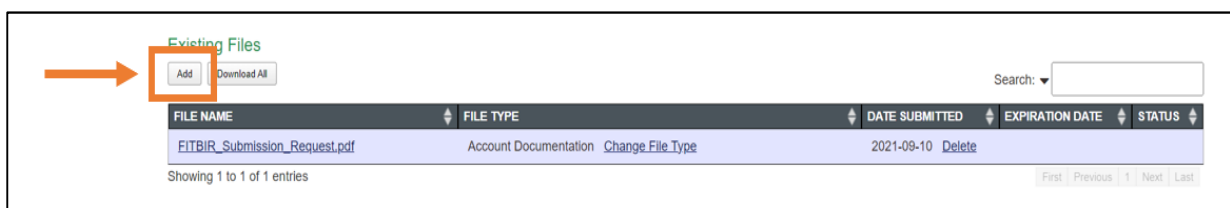
Things to Note:

-  Passwords are case sensitive and consist of 8-14 alphanumeric characters including at least 3 of the following different kinds of characters: capital letters, lowercase letters, numbers, and/or special characters.
-  Passwords display as dots for security purposes. Make sure to enter your password carefully.
-  Your old password may re-appear in the Password field if you have not cleared your browser's cache/history, especially if you had previously opted to save the password in the field. Make sure you are entering the new password before you attempt to log in. If unsure, clear the cache/history and log in again with the new password.

2.3.4 Upload Documentation

To upload documentation, perform the following actions:

1. Log in to the system.
2. Navigate to the **Account Management** module. The **My Profile** page will open.
3. Scroll down the **My Profile** page until you see **Existing Files**. Click on the **Add** button to upload more documentation.



4. 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 -

Version :

Expiration Date :

- Select One -

Account Documentation

Annual Review

CV/Biographical Sketch

Data Access Request

Data Submission Request

Dictionary Documentation

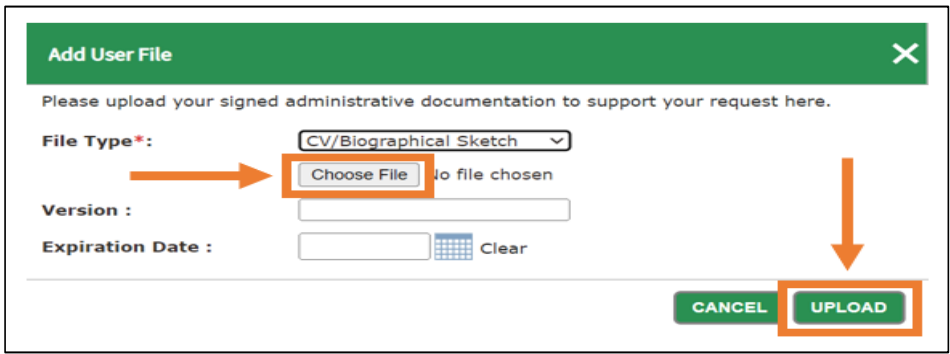
Other

Study Documentation

CANCEL

UPLOAD

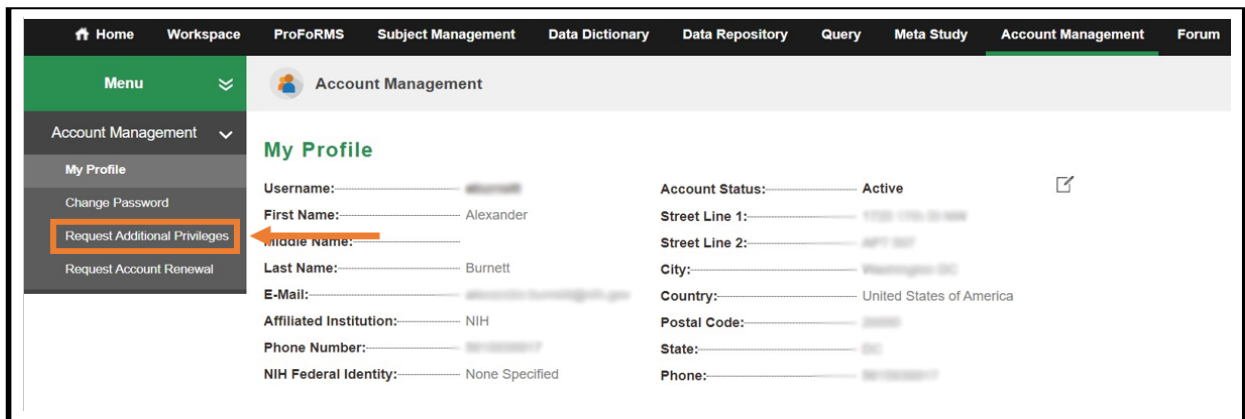
- Click on the **Browse** button to select the documentation from the desired location on your computer and then click the **Upload** button to complete the document upload process.



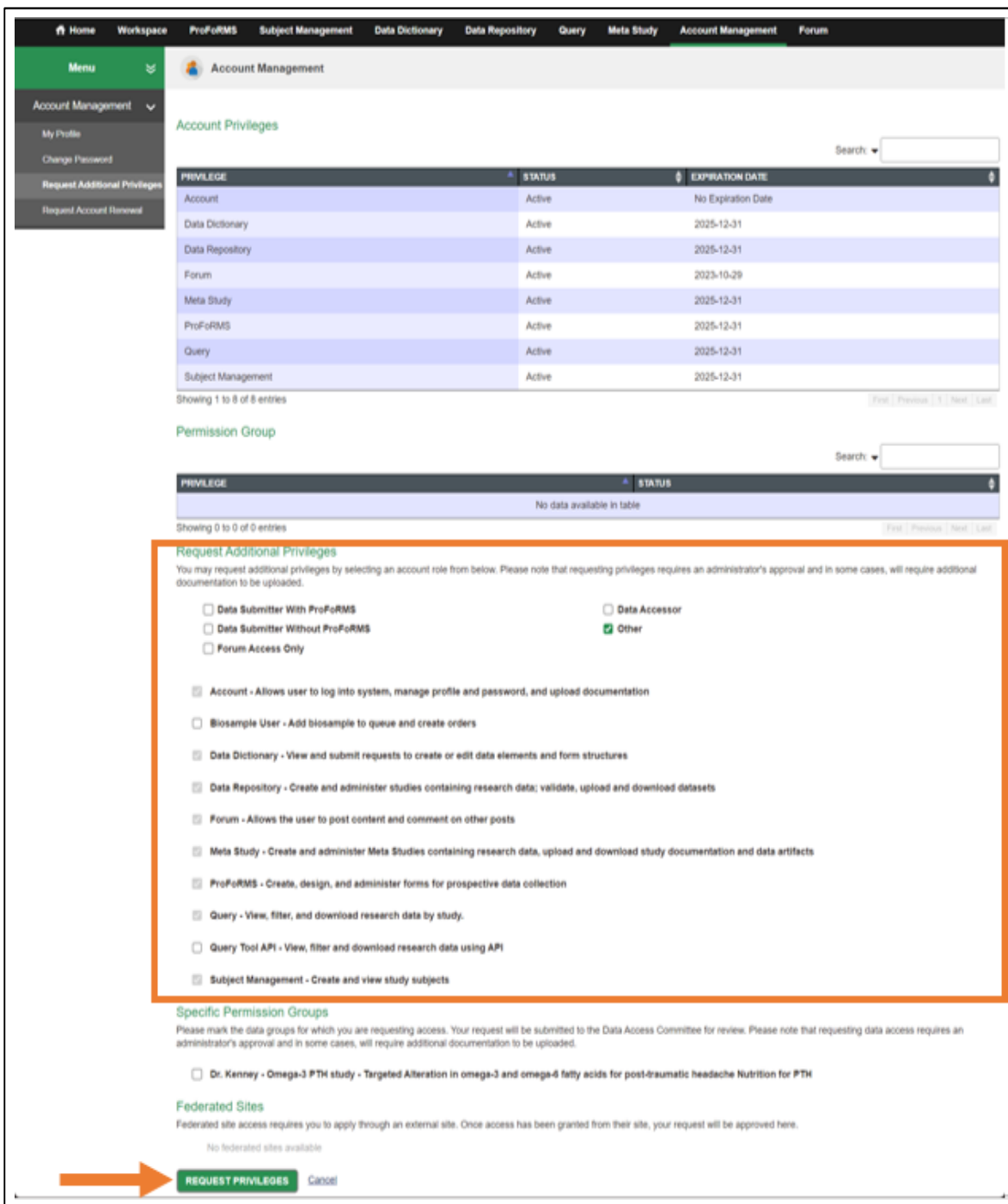
2.3.5 Request Additional Privileges

To request additional privileges, perform the following actions:

- Log in to the system.
- Navigate to the **Account Management** module.
- Select the **Request Additional Privileges** in the left navigation bar.



4. Select the desired permission by clicking on the check box beside the specific privilege and then select **Request Privileges**.



The screenshot displays the 'Account Privileges' section of the BRICS system. It features a table of active privileges and a 'Request Additional Privileges' form. The form includes several checkboxes for different roles and permissions, with 'Other' selected. Below the form, there are sections for 'Specific Permission Groups' and 'Federated Sites'. At the bottom of the page, a green button labeled 'REQUEST PRIVILEGES' is highlighted with an orange arrow.

PRIVILEGE	STATUS	EXPIRATION DATE
Account	Active	No Expiration Date
Data Dictionary	Active	2025-12-31
Data Repository	Active	2025-12-31
Forum	Active	2023-10-29
Meta Study	Active	2025-12-31
ProFoRMS	Active	2025-12-31
Query	Active	2025-12-31
Subject Management	Active	2025-12-31

Request Additional 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 Accessor
 Data Submitter Without ProFoRMS
 Other
 Forum Access Only

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
 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

Specific Permission Groups

Please mark the data groups for which you are requesting access. Your request will be submitted to the Data Access Committee for review. Please note that requesting data access requires an administrator's approval and in some cases, will require additional documentation to be uploaded.

Dr. Kenney - Omega-3 PTH study - Targeted Alteration in omega-3 and omega-6 fatty acids for post-traumatic headache Nutrition for PTH

Federated Sites

Federated site access requires you to apply through an external site. Once access has been granted from their site, your request will be approved here.

No federated sites available

REQUEST PRIVILEGES Cancel

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