**Task Title:** *Update Member Profile*

**Audience**: IRB Members

**Scope**: Covers steps for updating your member profile in INSIGHT to ensure your contact information, education/training, demographic, area expertise and affiliation are current.

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Result/Comments** |
| 1 | **Log into** [**Insight**](https://emory.researchinsight.org)open the **Humans** module.  [**https://emory.researchinsight.org**](https://emory.researchinsight.org/) | See different modules available to you in your Dashboard |
| 2 | **Click** on “Humans” tile in center of the screen or on the left-hand side list | Opens Humans module |
| 3 | **Click** on “Members” | See “Update My Information.” |
| 4 | **Click** on “Update My Information.” |  |
| 4 | **Scroll down to review** and **Enter** your information in all open fields. | 1. Select your primary panel (e.g. Panel B1, Panel B2, Panel B3, Panel A2, or Panel Q) 2. Please **provide** both a Mobile and Office Phone number. |
| 5 | **Review** all existing filled in fields and **correct** information **if needed.** | 1. Verify your affiliation and your immediate family members’ affiliation. 2. Select all relevant fields of expertise |
| 6 | **Upload** your currentCV in Attachments | The IRB office will upload your signed confidentiality agreement and your member appointment letter. |
| 7 | **Click** “Save” in lower right-hand side of screen. | Your updates will be saved in INSIGHT. |