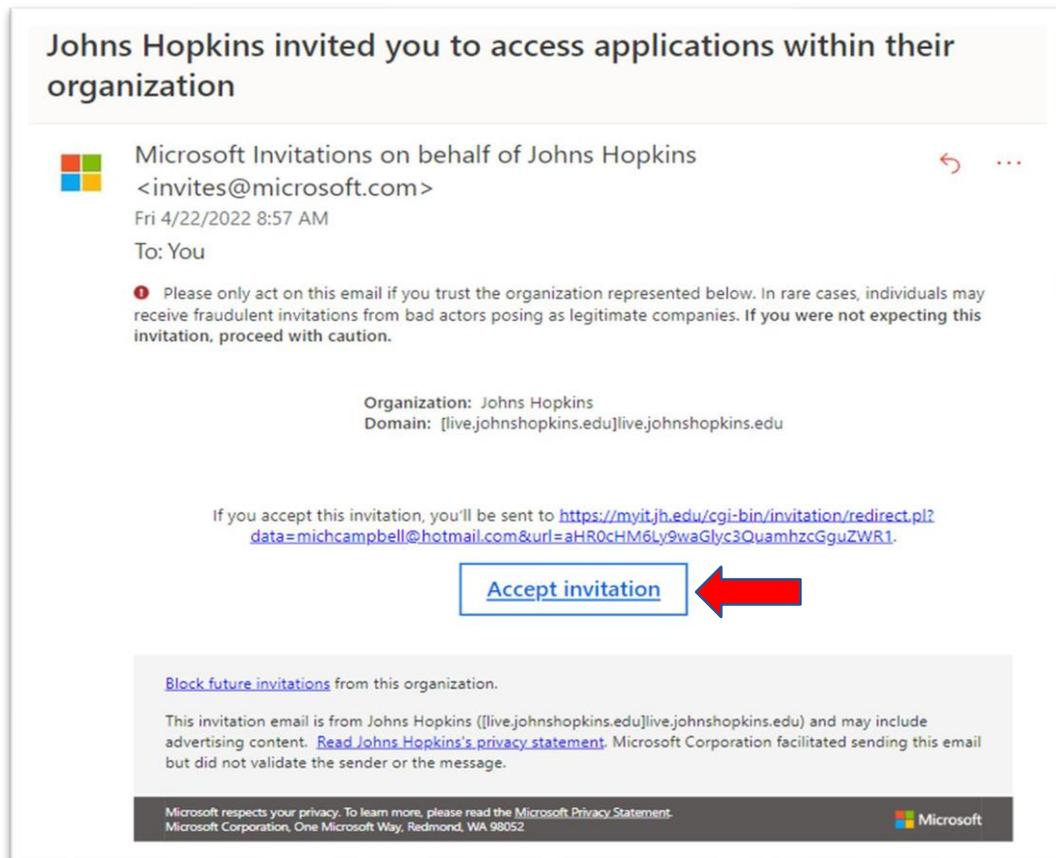


Creating a PHIRST Guest User Account

1. Send an email to JHSPH.PHIRSTHelp@jhu.edu to request a Guest User account. In the email, include the following information:
 - First Name
 - Last Name
 - Email that you want to use for this account

You can use any email that you want for this account, such as your work email, Gmail, Hotmail, Verizon, AOL, etc. Some .DOD and .ORG emails may not work.

2. Once PHIRST Help has setup your Guest Account, you will receive the following email. Click on the "Accept Invitation" link near the bottom of the page to accept the creation of your PHIRST Guest User account.



3. After you've activated your Guest Account, you will be taken to the PHIRST home page. Click on the "Login with JHED/Guest User" button to access PHIRST.

The screenshot shows the PHIRST login page. At the top left is the Johns Hopkins Bloomberg School of Public Health logo. To its right is the word "PHIRST" in a large, blue, serif font. Below the logo and title is the heading "Public Health Institutional Review Submission Tracking". The main content area contains a welcome message, contact information for the IRB Office and PHIRST Help Desk, a "Log in with JHED" button, a checkbox for "Remember JHED Login Preference", and instructions for non-affiliated users. At the bottom, there is a "Log into old PHIRST" button.

JOHNS HOPKINS
BLOOMBERG SCHOOL
of PUBLIC HEALTH

PHIRST

Public Health Institutional Review Submission Tracking

Welcome to **PHIRST**, the online submission and review system for new human subject research applications to the IRB at JHSPH.

Templates for the research plan and consent documents can be found on the IRB site, www.jhsph.edu/offices-and-services/institutional-review-board/applications-and-forms/.

IRB Office: 410-955-3193
Email: JHSPH.irboffice@jhu.edu
PHIRST Help Desk: JHSPH.phirsthelp@jhu.edu

[Log in with JHED](#)

Remember JHED Login Preference.

If you are not affiliated with JHU and are involved in a study for which you need access to study documents, you may need to register in PHIRST. Contact the PHIRST Help Desk to request an ad-hoc JHED ID:

JHSPH.phirsthelp@jhu.edu

If you have applications under review in the old PHIRST system or just need to access your old applications and files (new applications cannot be created and submitted in old PHIRST):

[Log into old PHIRST](#)

4. Sign-in using the email you provided for the creation of your guest account.

The screenshot shows the "Sign in" page for Johns Hopkins University & Medicine. It features the university's logo at the top, followed by the heading "Sign in". Below this is a text input field labeled "User Sign In Address (see below)". A link "Can't access your account?" is positioned below the input field. Two buttons, "Back" and "Next", are located below the link. A grey box contains a link "Login or MFA Problems? Click Here for Help" and instructions for "User Sign In Address use": "JHED User: JHEDid@jh.edu" and "Guest User: Your email address". A link "First Time JHED Users Click Here" is also present. At the bottom, there is a "Sign-in options" link with a key icon.

JOHNS HOPKINS
UNIVERSITY & MEDICINE

Sign in

User Sign In Address (see below)

[Can't access your account?](#)

[Back](#) [Next](#)

[Login or MFA Problems? Click Here for Help](#)

For your User Sign In Address use:

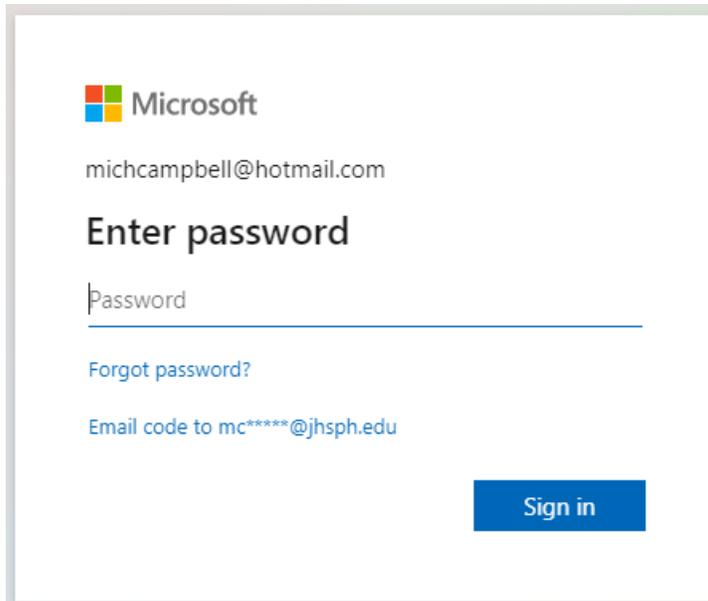
JHED User: *JHEDid@jh.edu*

Guest User: *Your email address*

[First Time JHED Users Click Here](#)

 [Sign-in options](#)

5. Enter the password for your personal email account. This is the password that you use when accessing this email account and is not associated with PHIRST. If you forget your password, you will need to reset it within your personal email (e.g., Hotmail, Gmail, etc.).



Microsoft

michcampbell@hotmail.com

Enter password

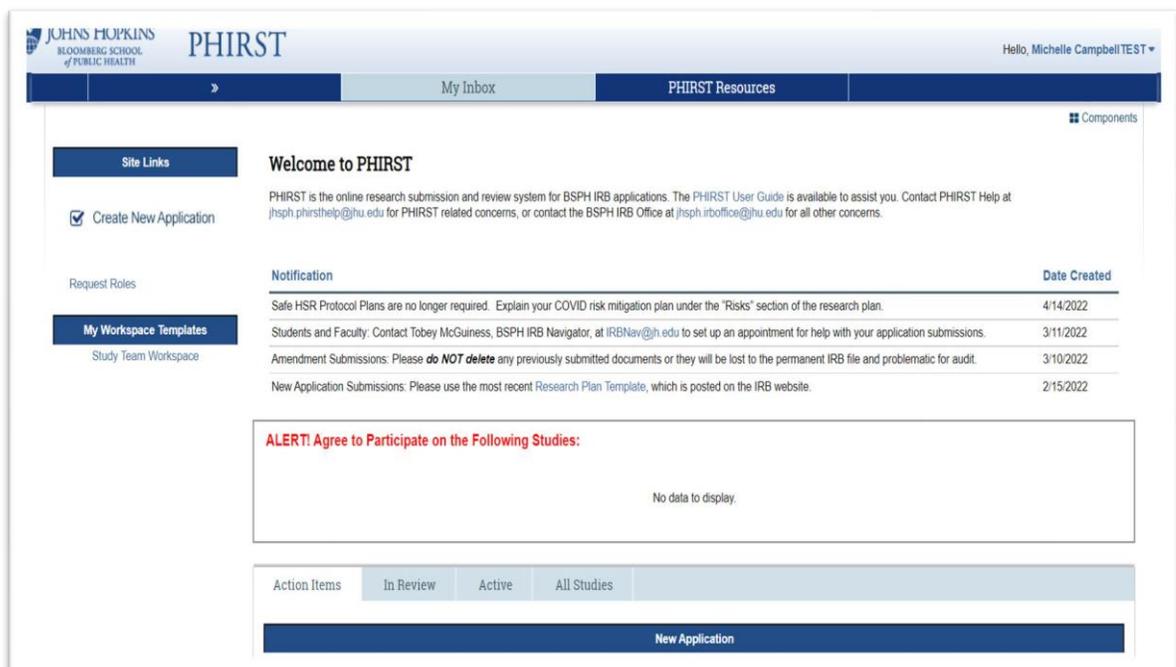
Password

[Forgot password?](#)

[Email code to mc*****@jhsp.h.edu](#)

Sign in

6. After signing in you will be taken to the study team workspace page. Follow the steps in the "Setting up Your User Profile" guide below to upload your [human subjects training certificate\(s\)](#) and request the role(s) you will need on the study.



JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH PHIRST Hello, Michelle Campbell TEST

My Inbox PHIRST Resources Components

Site Links

- Create New Application

Request Roles

My Workspace Templates

- Study Team Workspace

Welcome to PHIRST

PHIRST is the online research submission and review system for BSPH IRB applications. The PHIRST User Guide is available to assist you. Contact PHIRST Help at jhsph.phirsthelp@jh.u.edu for PHIRST related concerns, or contact the BSPH IRB Office at jhsph.irboffice@jh.u.edu for all other concerns.

Notification	Date Created
Safe HSR Protocol Plans are no longer required. Explain your COVID risk mitigation plan under the "Risks" section of the research plan.	4/14/2022
Students and Faculty: Contact Tobey McGuinness, BSPH IRB Navigator, at IRBNav@jh.u.edu to set up an appointment for help with your application submissions.	3/11/2022
Amendment Submissions: Please do NOT delete any previously submitted documents or they will be lost to the permanent IRB file and problematic for audit.	3/10/2022
New Application Submissions: Please use the most recent Research Plan Template, which is posted on the IRB website.	2/15/2022

ALERT! Agree to Participate on the Following Studies:

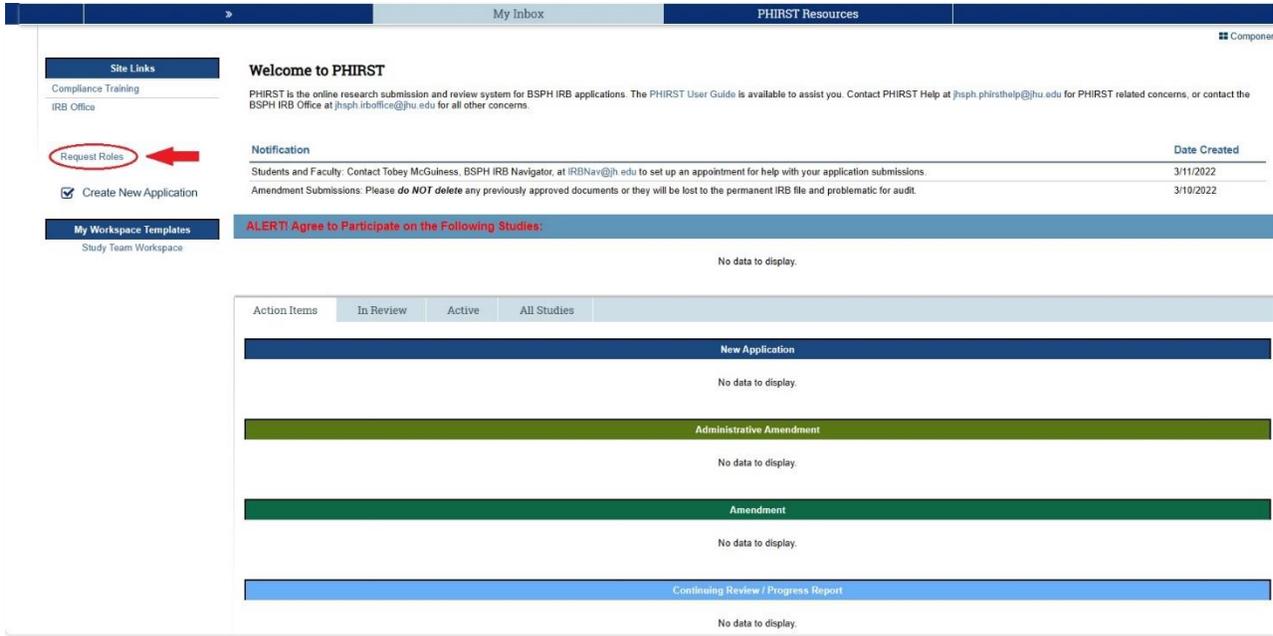
No data to display.

Action Items In Review Active All Studies

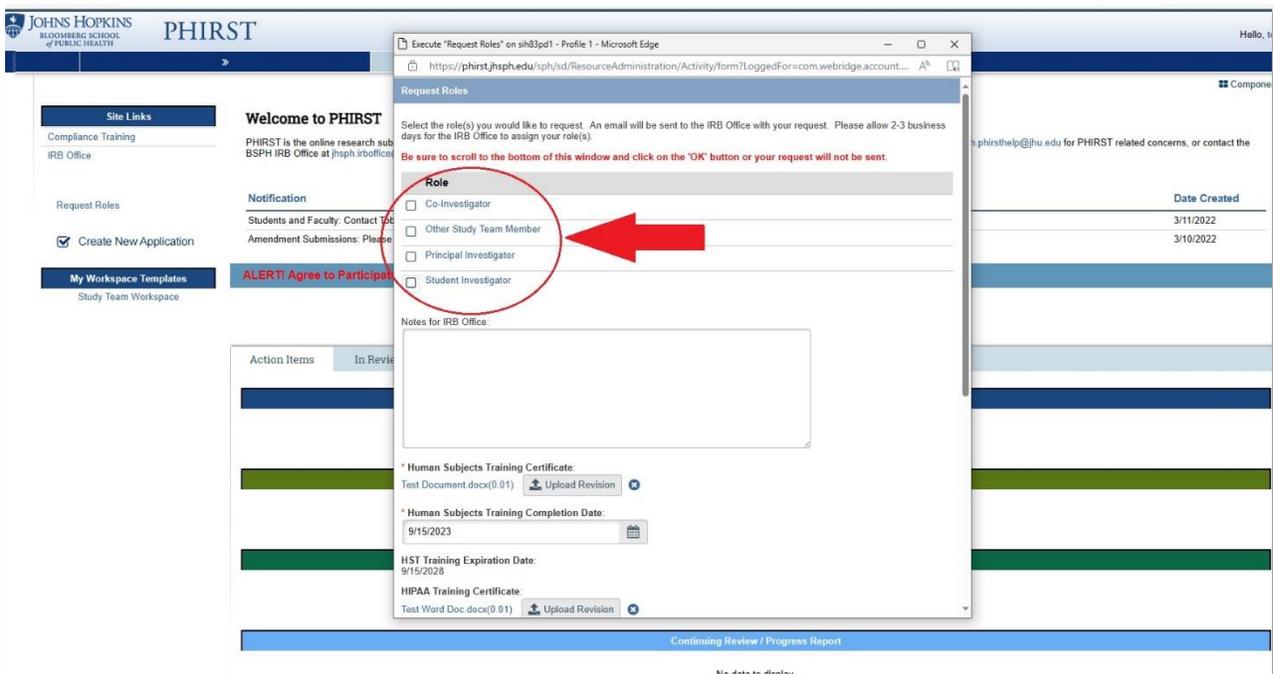
New Application

First Steps for setting up your PHIRST profile

1: When you open your PHIRST landing page for the first time please navigate to the 'Request Roles' link in the upper left hand corner under the 'Site Links' options, this will open a popup window.



2: This popup window presents you with several options for you to choose from based on your role on your Study. Please be aware that the Principal Investigator user role can only be assigned to BSPH Faculty on a formal professorial or scientific track. Once you have selected your Roles please scroll down within that window to upload your CITI HSR Certificate.



3: Scroll down until you see the field that will allow you to upload your CITI HSR training certificate. Once this is done please remember to update the completion date field and to hit the OK button to save your changes. Please allow 1 to 3 business days for our office to process your request. Once your roles are approved your name will appear in the appropriate Role menus allowing you to be added to the study in that capacity.

The screenshot shows a web browser window displaying a form titled "Execute 'Request Roles' on sih83pd1 - Profile 1 - Microsoft Edge". The form is for uploading training certificates and includes the following fields:

- * Human Subjects Training Certificate:** Test Document.docx(0.01) Upload Revision
- * Human Subjects Training Completion Date:** 9/15/2023
- HST Training Expiration Date:** 9/15/2028
- HIPAA Training Certificate:** Test Word Doc.docx(0.01) Upload Revision
- HIPAA Training Completion Date:** 10/25/2023
- Good Clinical Practices (GCP) Certificate:** [None] Upload
- Good Clinical Practices (GCP) Completion Date:** 12/31/1969
- GCP Training Expiration Date:** 12/31/1972
- sIRB Training Certificate:** Test Word Doc.docx(0.01) Upload Revision
- sIRB Training Certificate Completion Date:** 10/26/2023

Red arrows point to the "Human Subjects Training Certificate" field and the "OK" button. The "OK" button is circled in red.

Continuing Review / Progress Report