Updating your CITI Training Certificate in your PHIRST profile

1: When you open your PHIRST landing page (<u>https://phirst.jhsph.edu</u>) please navigate to your hyperlinked name in the upper right corner, clicking on it will open a small window.

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		»	My Inbox	PHIRST Resources				
						Components		
	Site Links	Welcome to I	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 bsph phirsthelp@hu.edu for PHIRST related concerns, or contact the BSPH IRB Office at bsph intoffice@hu.edu for all other concerns.					
	Compliance Training	PHIRST is the online r						
	IRB Office	concerns, or contact t						
	Request Roles	Message			Start Date	End Date		

2: Once this window opens, select 'My Profile'

JOHNS HOPKINS BLOOMBERG SCHOOL & PUBLIC HEALTH	PHIRST STAG	NG		-	Hello, test Pl •		
	»	My Inbox	PHIRST Resources	L	A Change Password		
Site Links Compliance Training	Welcome to B	Welcome to PHIRST DUPST is the reference of the second of the BSDH IPB predictions. The DUPST Line Guide is wellable to seciet you, Contract DUPST black at both initiation@ibu.odu for DMPST adapted					
IRB Office	concerns, or contact t	rrmoi is ure umme researui suumissuu anu teleer system no oprin no appriaturis. Ine rimoi i see Gulde Is aleitade to assist you. Comact PhirkS1 neip at oppi prinstepggnu eou tor PhirkS1 related concerns, or contact the BSPH RB Office at bsph inboffice@hu edu for all other concerns.					
Request Roles	Message			Start Date	End Date		

3: On the following page scroll down until you see the field that will allow you to upload your CITI HSR training certificate.

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My Inbox	PHIRST Resources	
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ame: test PI Title:		
Properties Account		
roperies		
Select View: Detail		
Person Hononic First: test Middle: Last: PI Title:	JHU Department / Organization: Biochemistry and Molecular Biology ••• • Time Zone: Bulk Delivery Preference: Created: Finday, December 6, 2019 5:08-19 PM Modified Finday, December 6, 2023 3:26:39 PM	
Phone	E-mail	_
Business:	Preferred E-mail:	
Home	rblevins@jhsph.edu	
none.	L'illan 2.	
Mobile:	E-mail 3:	\vee

4: Once you have uploaded your certificate please remember to update the completion date field and to hit the OK button to save your changes.

Country: HST Certificate: 123456 pdf(0.01) ① Upload Reversion ③ HST Training Completion Date: 127/2023 ④ HST Training Expiration: 127/2023 HIPAA Training Certificate: [None] ② Upload HIPAA Training Completion Date:	
Good Clinical Practices (GCP) Certificate: [None]	
sIRB Training Certificate:	
sIRB Approval Letter_NA.docx(0.01)	• جالج
sIRB Training Certificate Completion Date:	
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