



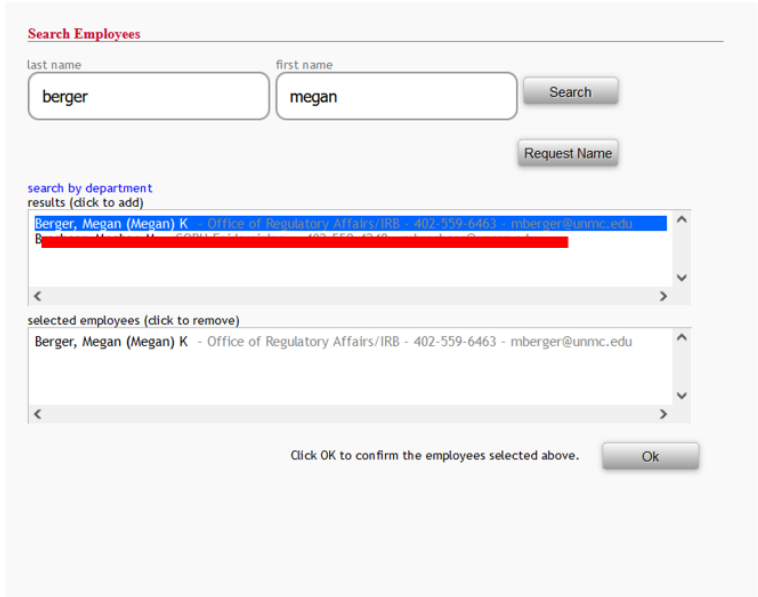
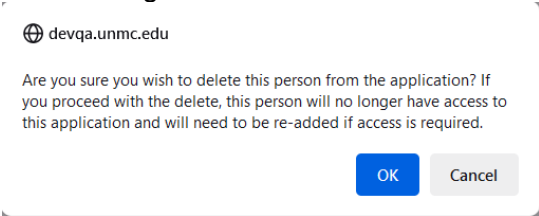


Last updated 10/12/2023

Adding and Deleting Personnel in RSS

This document is designed to explain how to add or delete personnel in RSS.


- 1) Once you're in "edit" mode within the application, go to **section I.2: Responsible Personnel**.
- 2) Find the correct role that you wish to add or delete personnel from.
- 3) Use a  **green plus** to ADD personnel and a  **red x** to DELETE personnel.

|  ADDING personnel |  DELETING personnel |
|---|---|
| <p>a) Search the personnel you want to add b) Click the correct name c) Click "OK" to confirm.</p>  <p>The page will refresh and that person should now be added.</p> | <p>Once you click the red x, you will see this message:</p>  <p>Click "OK". The page will refresh and that person should now be removed.</p> |


- 4) If you're adding a person that will also be documenting consent, you will need to update that as well.

Click the **CHECKBOX** next to the name(s) you've added that will also be documenting consent.

C. Participating Personnel:

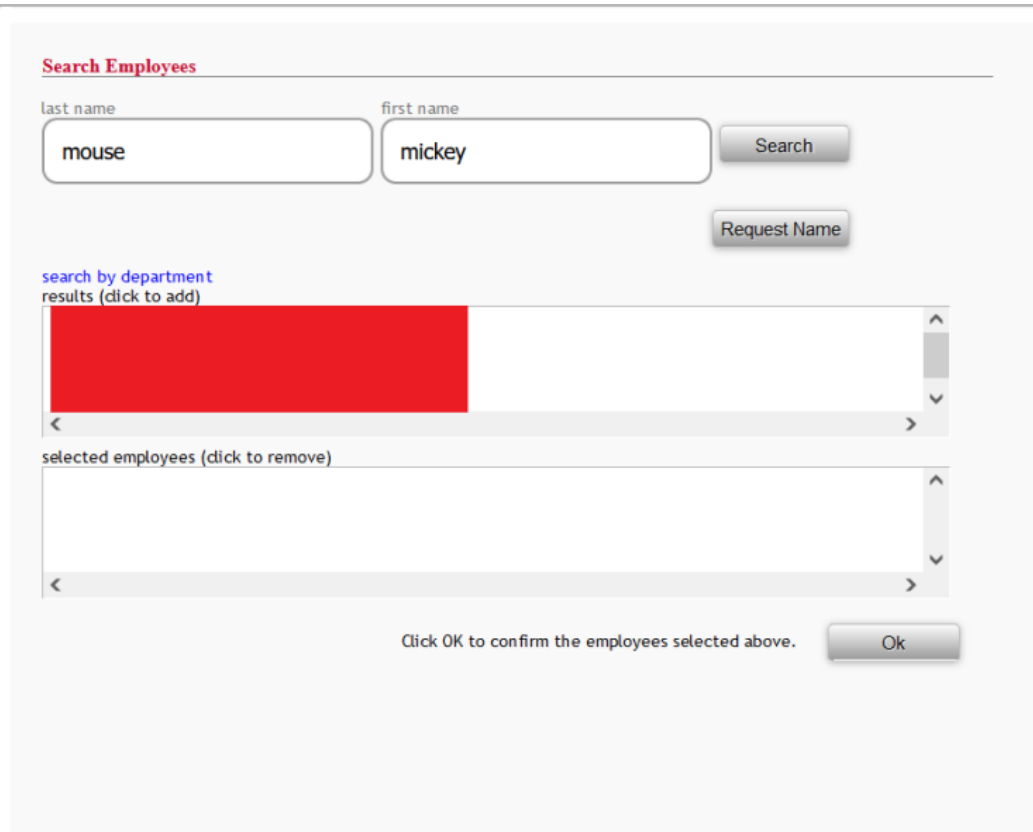
 Add Person

Please check the box next to each name you would like document consent.

 Berger, Megan (Megan) K - Office of Regulatory Affairs/IRB - 402-559-6463 - mberger@unmc.edu - degree: BS, MEd (citi)

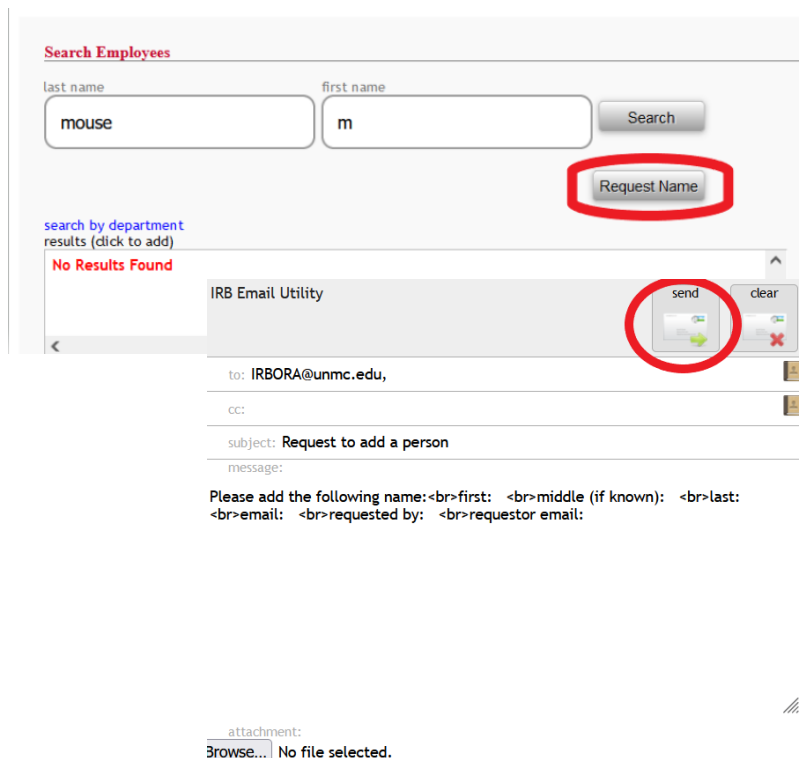
WHAT TO DO IF THE PERSON YOU'RE TRYING TO ADD DOESN'T SHOW UP:

EX.



OPTION 1: The person I am trying DOES NOT need access to RSS.

- 1) Click **REQUEST NAME**
- 2) An email template will pop up. **Fill in** the first name, middle name (if known), last name, and email of the requested person. Next to "requested by" and "requestor email" is the information of the person making the request (i.e. PI, lead coordinator, etc.)
- 3) Click **SEND**



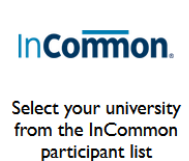
OPTION 2: The person I am adding DOES need access to RSS and has a login for UNO, UNL, NU Central Administration, or Creighton

- 1) Instruct the person to **click their institution's icon** from the RSS home page.

RSS

You have been logged out

sign in using your institution's credentials



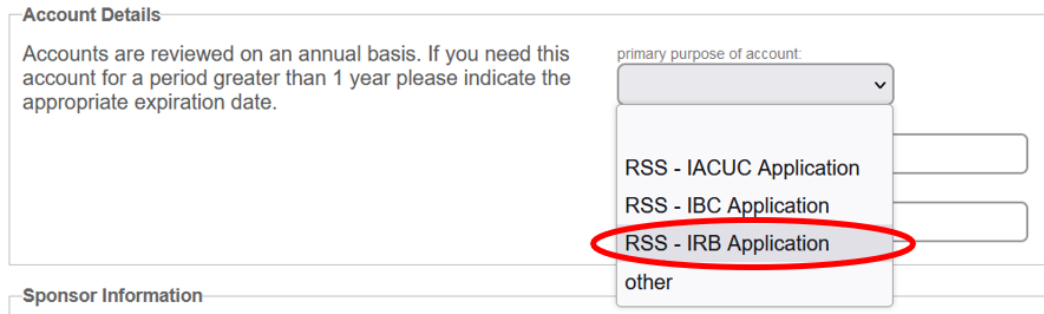
- 2) This will lead them to their institution's login page. Once they've logged in, an RSS account should automatically be created for them. Now they may be added to an application and will be allowed access to RSS and the applications they are a part of.

OPTION 3: The person I am adding DOES need access to RSS and has a login for **Children's Hospital.**

- 1) Instruct the person to access the RSS home page. Click **"HERE"**, next to **"Non InCommon members may request a guest account here"**.



- 2) They will fill in the **Account Information**, **Affiliation**, and **Sponsor (PI) Information** fields.
- 3) In the **Account Details** field, **leave the dates as they are**. Select **"RSS- IRB Application"** for the "primary purpose of account"



- 4) The person will receive an email with a username/ID and password. They will return to the RSS home page and click **"sign in using your UNMC Guest Account"**. They will use this for all future logins to RSS.



OPTION 4: The person I am adding DOES need access to RSS and does NOT have a login for UNO, UNL, NU Central Administration, or Creighton

1) Instruct the person to click the “**InCommon**” icon.

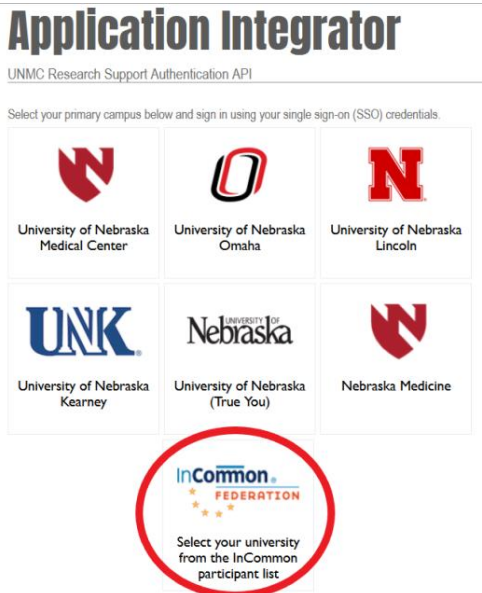
RSS

You have been logged out

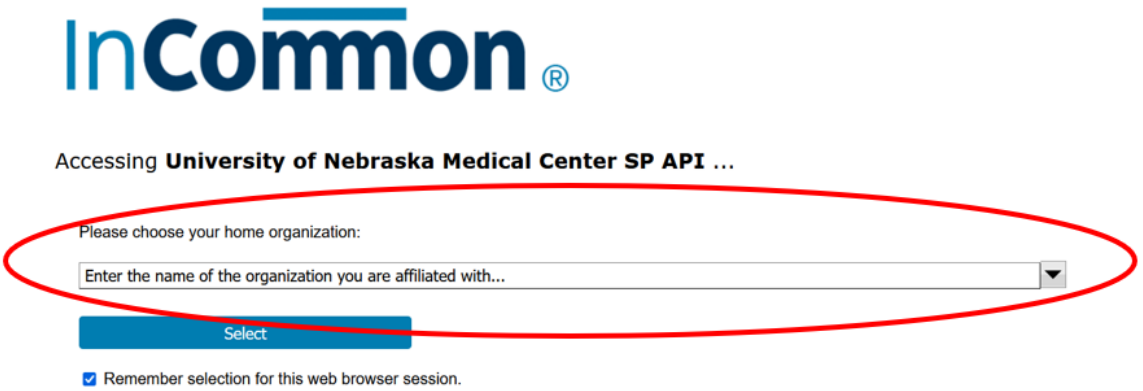
sign in using your institution's credentials



2) This will lead to another page labeled “Application Integrator”. Click the **InCommon** icon again.



3) They should **search for their institution:**



4) Once they select their institution, it will lead them to their login page. Once they've logged in with their credentials, they should now have access to RSS and able to be added to an application. They will use this process for all future logins to RSS.

OPTION 5: The person I am adding DOES need access to RSS, they do NOT have a login for UNO, UNL, NU Central Administration, Creighton, AND their institution is NOT listed in the InCommon network.

- 1) Instruct the person to access the RSS home page. UNDER where it says “sign in using your UNMC Guest Account” says “**Non InCommon members may request a guest account here**”. Click “**HERE**”.

RSS

Your session has expired

sign in using your institution's credentials



University Nebraska
Medical Center /
Nebraska Medicine



University Nebraska
Omaha



University Nebraska
Lincoln



University Nebraska
Central Administration



Creighton University



Select your university
from the InCommon
participant list

[sign in using your UNMC Guest Account](#)

Non InCommon members may request a guest account [here](#)

- 2) They will fill in the **Account Information**, **Affiliation**, and **Sponsor (PI) Information** fields.
- 3) In the **Account Details** field, leave the dates as they are. Select “**RSS- IRB Application**” for the “primary purpose of account”

Account Details

Accounts are reviewed on an annual basis. If you need this account for a period greater than 1 year please indicate the appropriate expiration date.

primary purpose of account:

- RSS - IACUC Application
- RSS - IBC Application
- RSS - IRB Application**
- other

Sponsor Information

- 5) The person will receive an email with a username/ID and password. They will return to the RSS home page and click “**sign in using your UNMC Guest Account**”. They will use this for all future logins to RSS.

RSS

Your session has expired

sign in using your institution's credentials



University Nebraska
Medical Center /
Nebraska Medicine



University Nebraska
Omaha



University Nebraska
Lincoln



University Nebraska
Central Administration



Creighton University



Select your university
from the InCommon
participant list

[sign in using your UNMC Guest Account](#)

Non InCommon members may request a guest account here.