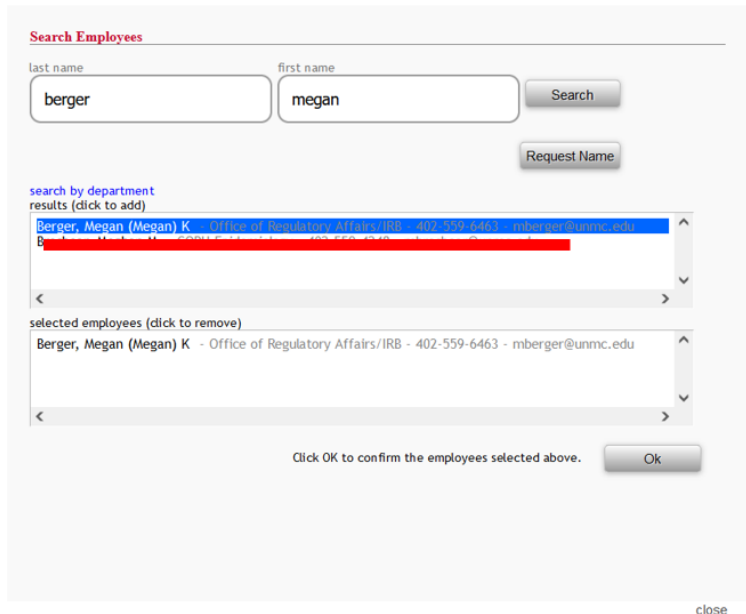# Adding Personnel in RSS

This document is designed to explain how to add 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 personnel to.

3) Use a 🟢 **green plus** to ADD personnel.
   a) **Search** the personnel you want to add
   b) Click the correct name
   c) Click "==**OK**==" to confirm.

The page will refresh and that person should now be added.

4) If you're adding a person that <u>will also be documenting consent</u>, 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.

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

EX.

OPTION 1: The person I am trying <u>DOES NOT</u> 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 <u>DOES</u> need access to RSS and has a login for <mark>UNO, UNL, NU Central Administration, or Creighton</mark>

1) Instruct the person to <mark>click their institution's icon</mark> from the RSS home page.

RSS

You have been logged out

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 |

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 <u>DOES</u> 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.
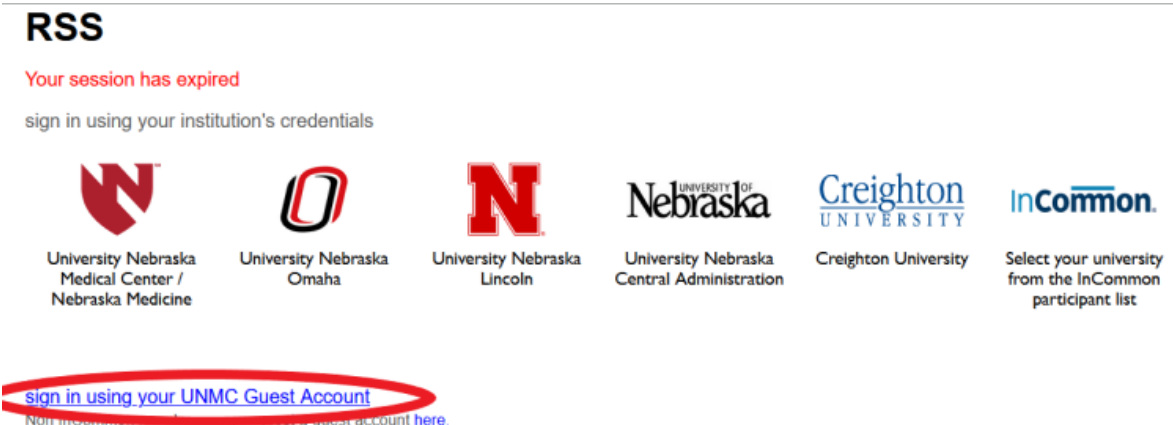
OPTION 4: The person I am adding <u>DOES</u> need access to RSS and does <u>NOT</u> have a login for UNO, UNL, NU Central Administration, or Creighton
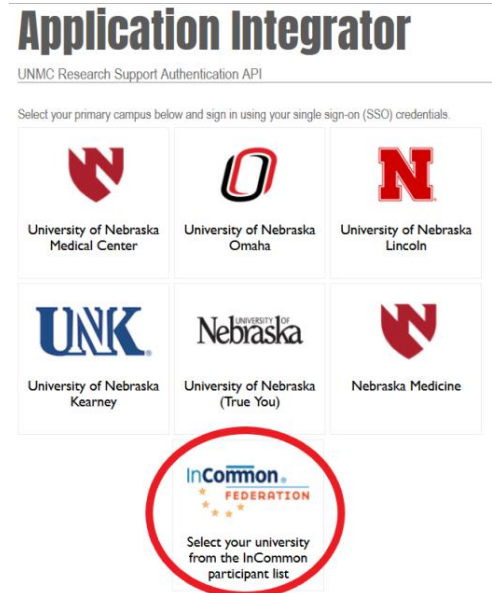
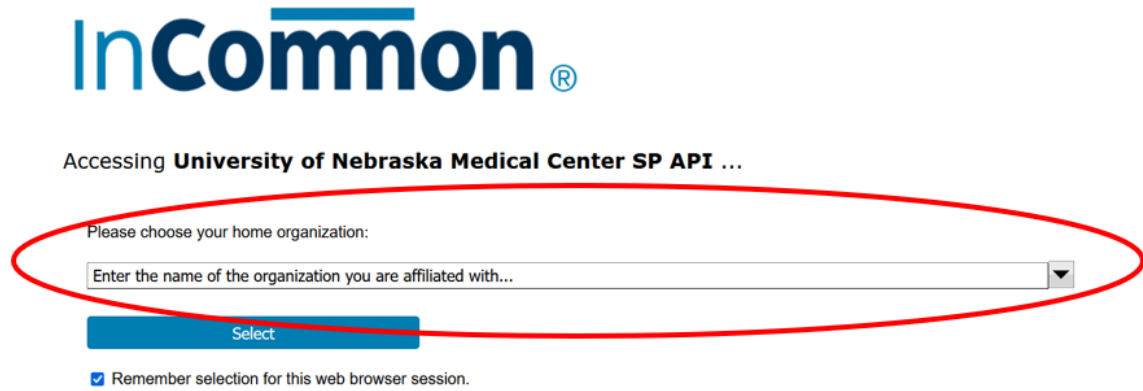1) Instruct the person to click the "==**InCommon**==" icon.

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 <u>DOES</u> need access to RSS, they do <u>NOT</u> have a login for UNO, UNL, NU Central Administration, Creighton, AND their institution is <u>NOT</u> 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 "<mark>**HERE**</mark>".

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 "<mark>**RSS- IRB Application**</mark>" for the "primary purpose of account"

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