

Assigning Coeus Users to Work on Protocols

Note: Any person assigned the role of an investigator to a protocol will automatically be provided with permissions to modify the protocol or create an amendment or renewal for the protocol. Investigators automatically assigned by the system, may be removed by the investigator or other aggregator.

To permit other Coeus users, such as study persons, research assistants or correspondents to modify a protocol, an investigator must first grant permission for the user to become an aggregator, or proxy of sorts.

Aggregators can be assigned by performing the following:

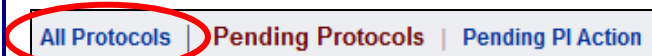
1. Sign into Coeus using your user name and the password that you set up.



2. Go to My IRB Protocols



3. Click All Protocols



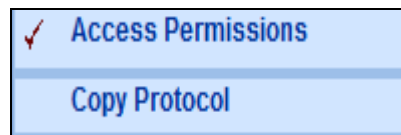
The list of Protocols is displayed:

0901004566R001	Research Participant Perception of Care Project Part 1	Submitted to IRB
0901004566	Research Participant Perception of Care Project Part 1	Active - Open to Enrollment
0901004565A001	Research Participant Perception of Care Project 1	Submitted to IRB
0901004565	Research Participant Perception of Care Project 1	Active - Open to Enrollment
0901004564A002	Research Participant Perception of Care Project 1	Submitted to IRB
0901004564A001	Research Participant Perception of Care Project 1	Submitted to IRB
0901004564	Research Participant Perception of Care Project 1	Active - Open to Enrollment
0901004563	Research Participant Perception of Care Project 1:	Pending/In Progress
0901004562R001	Research Participant Perception of Care Project 1	Renewal in Progress

4. Find the protocol you wish to work on and click on it to open the protocol record.

Protocol #:	0901004566 (Active - Open to Enrollment)	Expiration Date:	01/20/2010
Investigator:	Altano, Sandra	Last Approval Date:	
Title:	Research Participant Perception of Care Project Part 1	Meeting Date:	02/11/2009
Last Updated:	2009-01-21 15:14:58.0 by Howell, Branch M		

5. From the left hand column, select the tab that says **Access Permissions**.



This will bring up the **Protocol Roles** screen:

Protocol Roles				Help
[-] Protocol Aggregator				Add User
User ID	User Name	Home Unit		
wb4	Battles, Wendy	D00836.MYSM School Of Medicine		
[-] Protocol Approver				Add User
User ID	User Name	Home Unit		
jellias	Elias, Jack A	000001:Yale University		Remove
mth6	Hostetter, Margaret K	G00979:MPEDI Pediatrics		Remove
eb222	Bedard, Ellen Sands	000001:Yale University		Remove
ce8	Erf, Christine	690208:MASA Human Investigations Committee		Remove
bh59	Henriques, Brandy M	000001:Yale University		Remove
ktuscjn	Uscinski, Kathleen Terrio	000001:Yale University		Remove
[-] Protocol Viewer				Add User
User ID	User Name	Home Unit		

6. Click on the words **Add User** found to the right of the **Protocol Aggregator** line.



This will bring up the **Person Search** Screen :

- In the **User Name** field, type the last name of the person followed by an * and click **Search**. This will bring up the user you wish to add to the **Protocol Aggregator** list.

USER_ID	USER_NAME	FLAGDESC	UNIT_NUMBER	UNIT_NAME	STATUSDESC
kb32	Brigham, Kevin	No	D00836	MYSM School Of Medicine	Active

- Select the name to be added as an aggregator. Kevin Brigham, the new user, now displays on the list of protocol aggregators.

User ID	User Name	Home Unit	
wb4	Battles, Wendy	D00836:MYSM School Of Medicine	
kb32	Brigham, Kevin	D00836:MYSM School Of Medicine	Remove