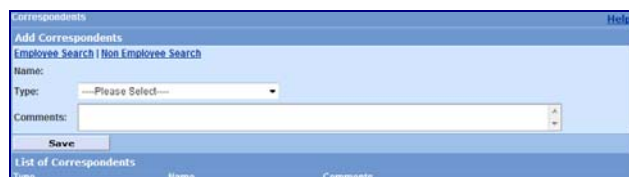


This screen is populated with the names of persons who should receive notice of the IRB correspondence that is sent to the investigator.

1. Click on the **Correspondents** link.



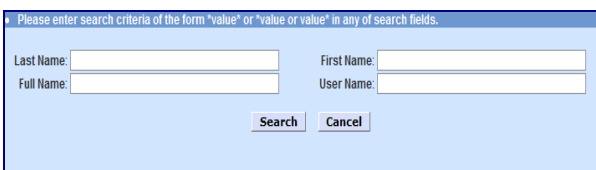
The **Add Correspondents** screen displays:



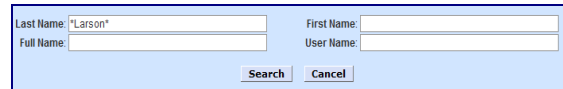
2. Click on either **Employee Search** or **Non Employee Search**.

[Employee Search](#) | [Non Employee Search](#)

3. The search screen displays.



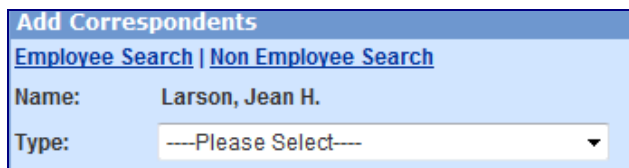
4. In the **Last Name** field, enter the name of the person with * on both sides of the word (this is known as a wild card).



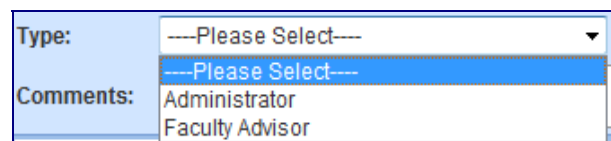
5. Click **Search**. The search results display:

Larson, Ilse Anne	ial2			ilse.larson@yale.edu
Larson, Janet E	jel52			
Larson, Jean H.	ihl3	608009		jean.larson@yale.edu

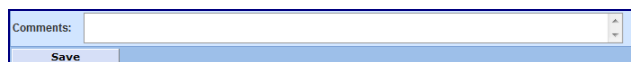
6. Click on the person you'd like to select as a correspondent such as **Larson, Jean**. The information appears on the screen.



7. Click on the **Type** drop down menu and select Administrator or Faculty Advisor. Click **Save**.



8. If appropriate, write a comment in the box and click **Save**.



9. The saved information displays:

