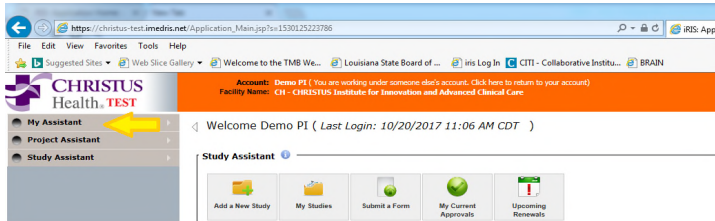


Adding CV/Resumes and License to an iRIS Profile Verifying if Training Courses have been added to an iRIS Profile

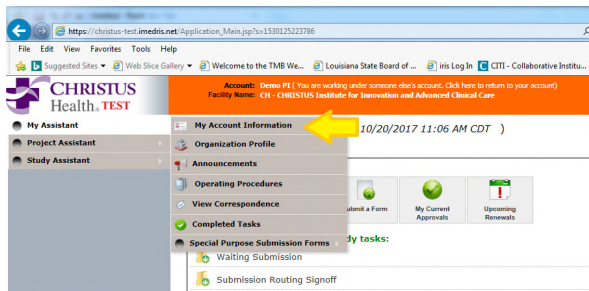
When adding a CV/Resume to your iRIS Profile please follow the below directions:

Log into your iRIS account.

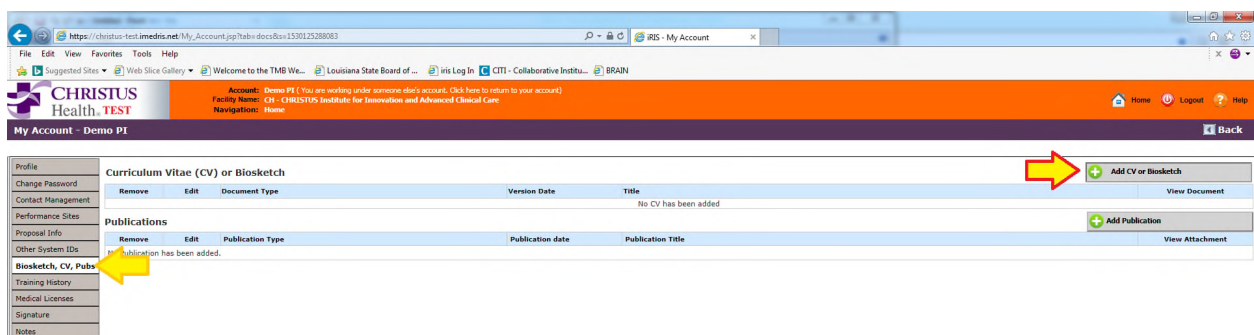
From your home page click on My Assistant in the middle left hand corner.



Then click on My Account Information.



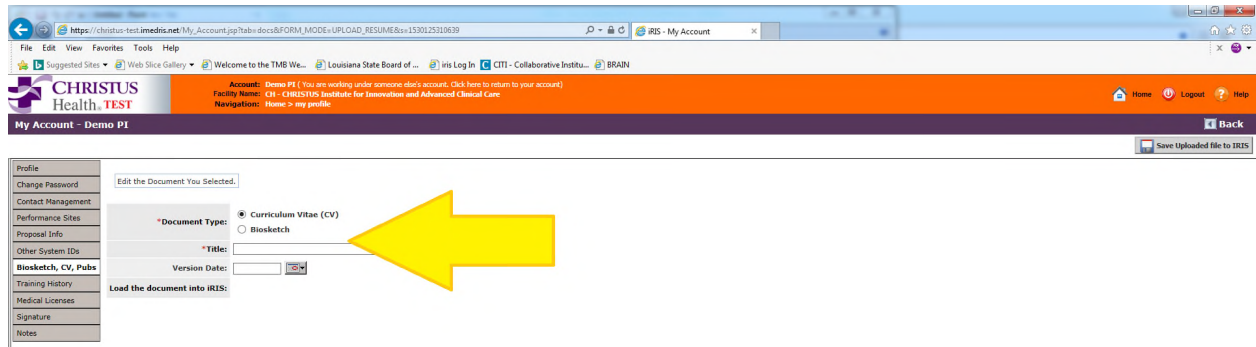
Then click on Biosketch, CV, Publish and click on Add CV or Biosketch in the upper left corner



Adding CV/Resumes and License to an iRIS Profile

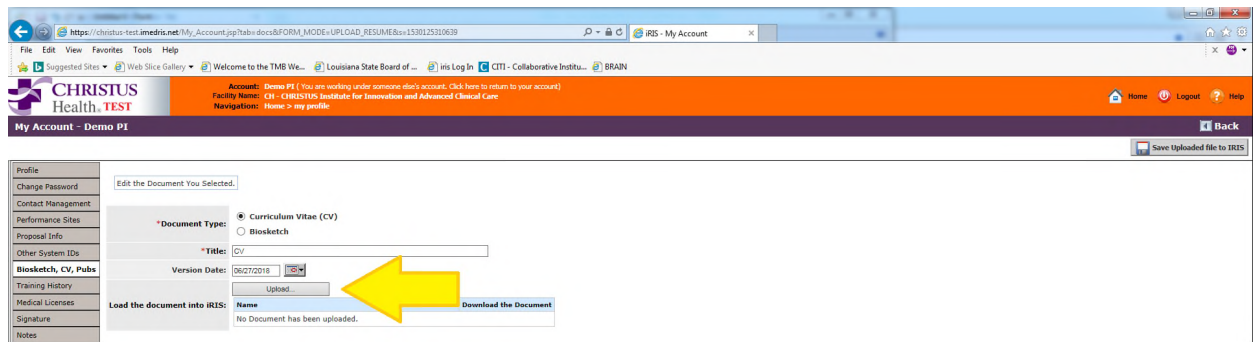
Verifying if Training Courses have been added to an iRIS Profile

Complete the information (the Version Date should be the date it was signed)



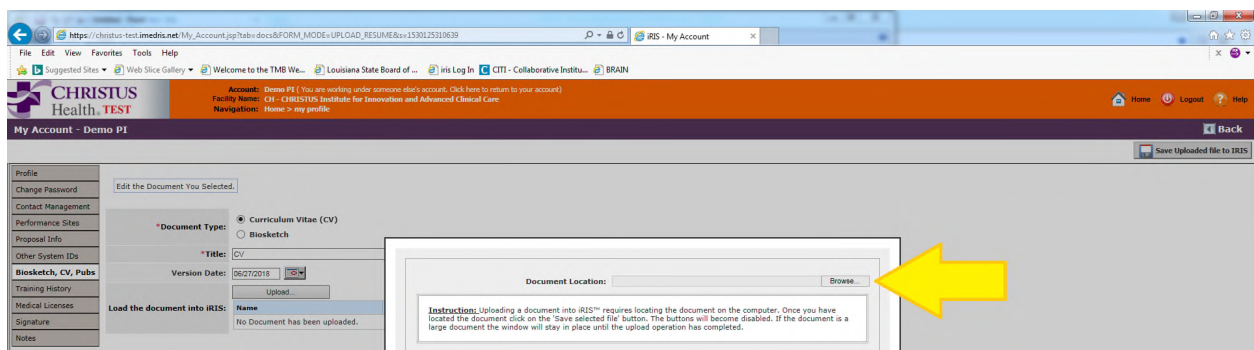
The screenshot shows the 'My Account - Demo PI' page in a web browser. The 'Document Type' is set to 'Curriculum Vitae (CV)'. The 'Title' field is empty and highlighted with a yellow arrow. The 'Version Date' field is also empty. The 'Load the document into IRIS:' section has an 'Upload' button and a 'Download the Document' button.

Once the information is complete click on upload



The screenshot shows the 'My Account - Demo PI' page. The 'Title' field is now filled with 'CV'. The 'Version Date' is set to '06/27/2018'. The 'Upload' button is highlighted with a yellow arrow. The 'Download the Document' button is also visible.

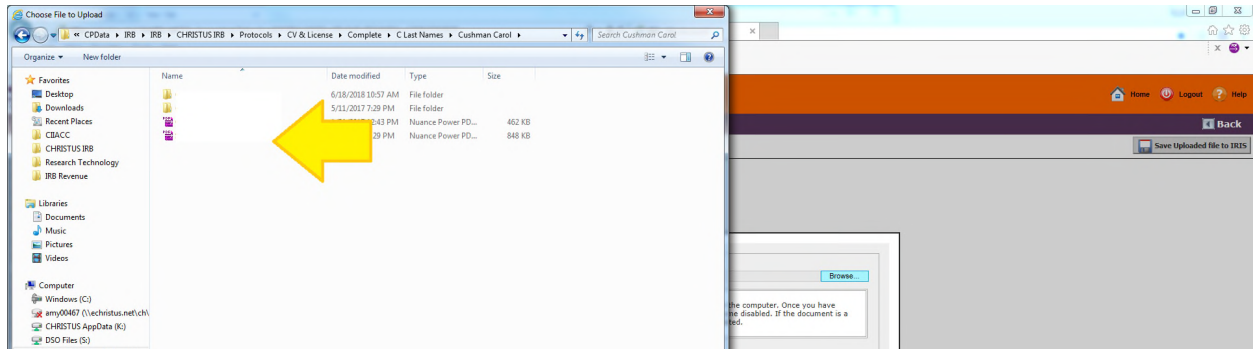
A new window will open asking for a document. Click on browse



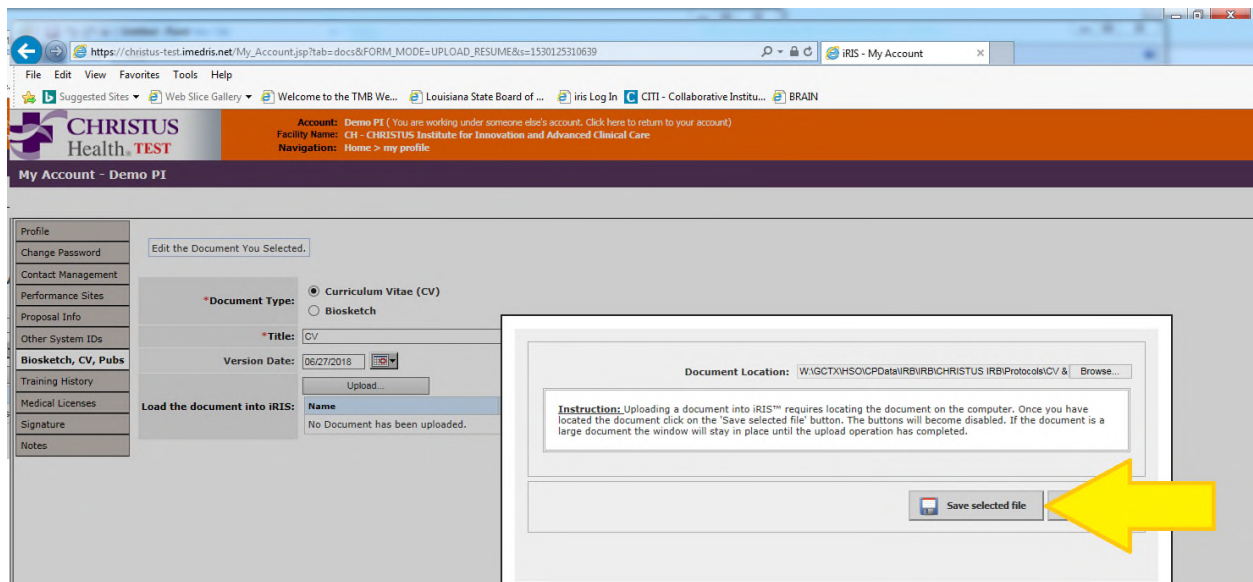
The screenshot shows the 'My Account - Demo PI' page with a file selection dialog box open. The dialog box has a 'Browse...' button highlighted with a yellow arrow. The dialog box also contains an instruction: 'Instruction: Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the 'Save selected file' button. The buttons will become disabled. If the document is a large document the window will stay in place until the upload operation has completed.'

Adding CV/Resumes and License to an iRIS Profile Verifying if Training Courses have been added to an iRIS Profile

Click on the file you would like to upload

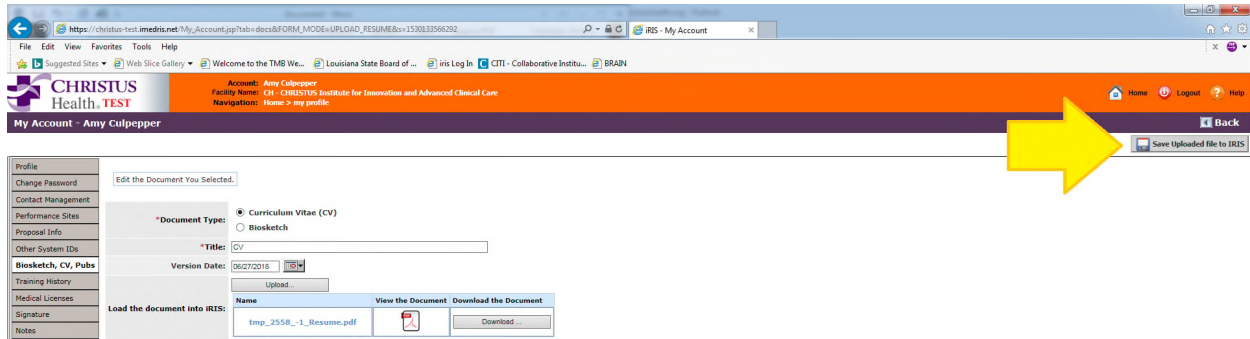


Once you have picked the correct file click on save selected file

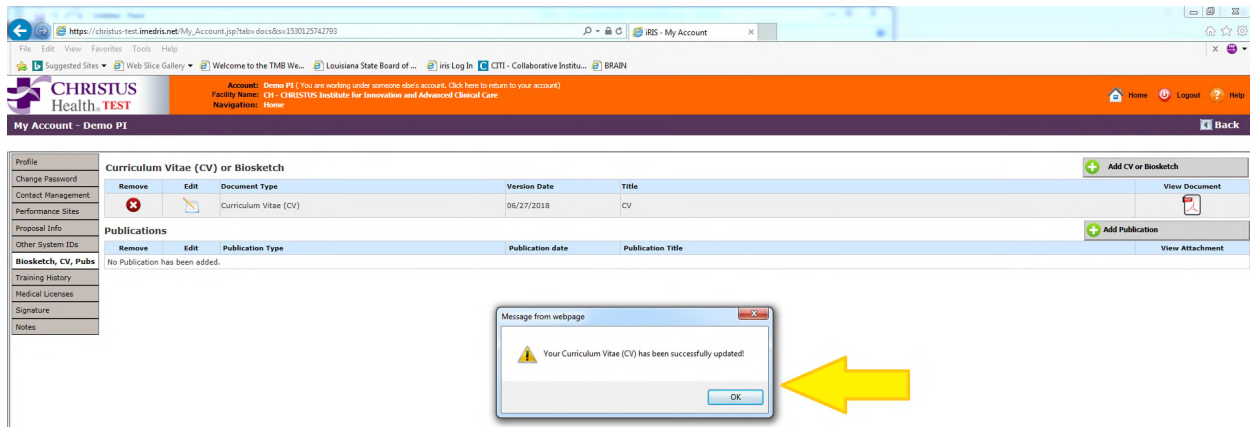


Adding CV/Resumes and License to an iRIS Profile Verifying if Training Courses have been added to an iRIS Profile

Once the file is saved click on Save Uploaded file to iRIS in the upper left hand corner



A popup window will tell you that the CV has been successfully updated. Click on "OK"

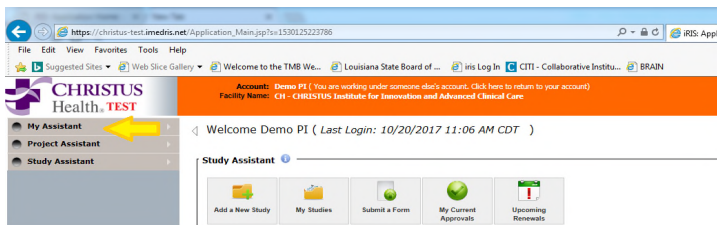


Adding CV/Resumes and License to an iRIS Profile Verifying if Training Courses have been added to an iRIS Profile

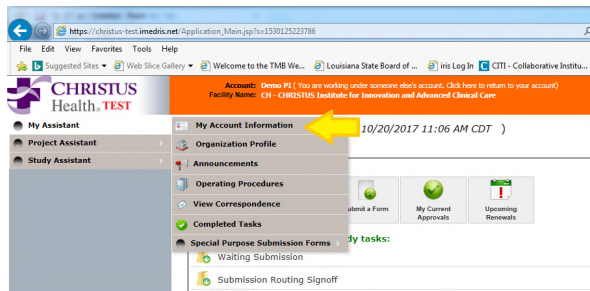
When adding a License to your iRIS Profile please follow the below directions:

Log into your iRIS account.

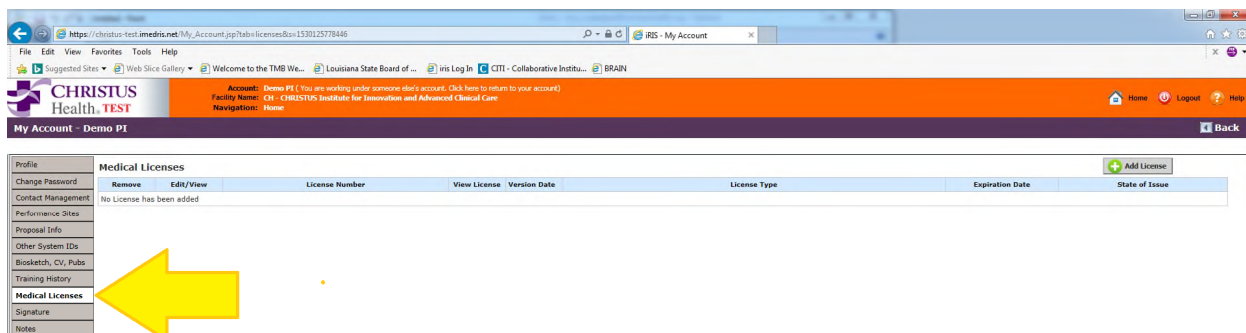
From your home page click on My Assistant in the middle left hand corner.



Then click on My Account Information.



Then click on Medical Licenses and then Add in the upper left corner



Adding CV/Resumes and License to an iRIS Profile Verifying if Training Courses have been added to an iRIS Profile

Make sure to complete all of the information

The screenshot shows the 'My Account - Demo PI' page. The 'Medical Licenses' section is active. The form fields are: License Type (dropdown menu), License Number (text box), Expiration Date (calendar icon), State of Issue (dropdown menu), and Version Date (calendar icon). Below these fields is an 'Upload' button and a section titled 'Load the document into IRIS:' with 'Name' and 'View the Document' links. A yellow arrow points to the License Type dropdown menu.

When clicking on License Type a drop down menu will give you options to pick from. The Version Date can be left blank. All other fields will need to be completed.

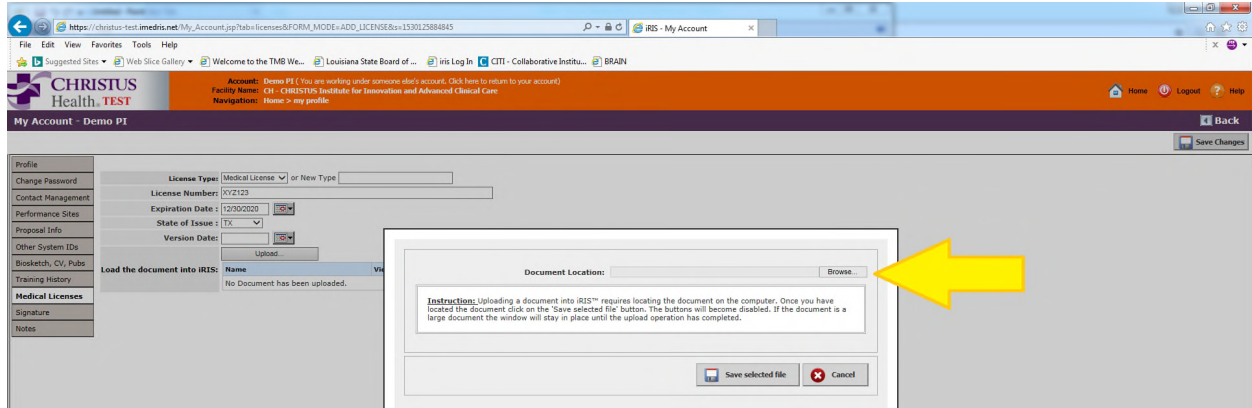
This screenshot shows the 'License Type' dropdown menu open, displaying a list of professional licenses such as 'Certified Clinical Research Coordinator', 'Medical License', and 'Nurse Practitioner'. A yellow arrow points to the list of options.

Once the information is completed click on upload to upload your document

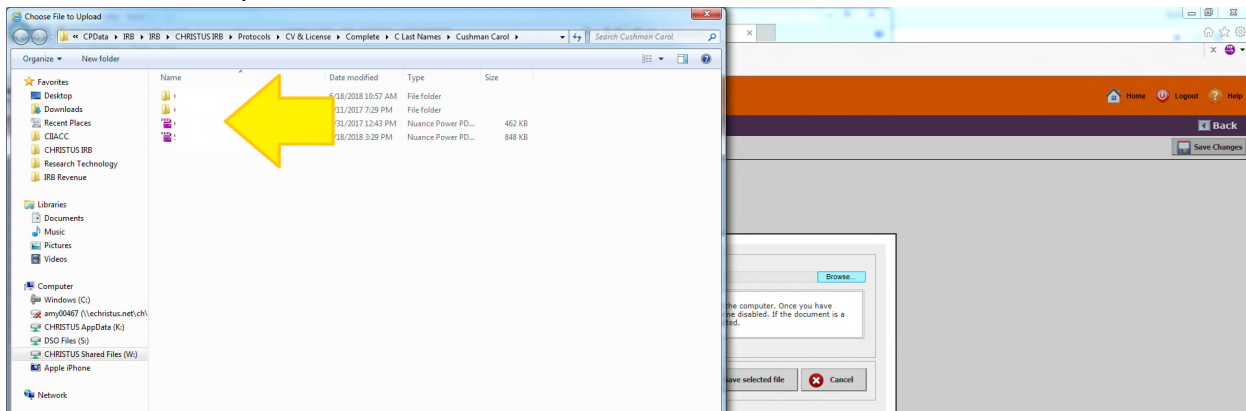
The screenshot shows the 'My Account - Demo PI' page with the 'Medical Licenses' section. The form fields are now filled: License Type is 'Medical License', License Number is 'XYZ123', Expiration Date is '12/30/2020', and State of Issue is 'TX'. The 'Version Date' field is empty. The 'Upload' button is highlighted with a yellow arrow.

Adding CV/Resumes and License to an iRIS Profile Verifying if Training Courses have been added to an iRIS Profile

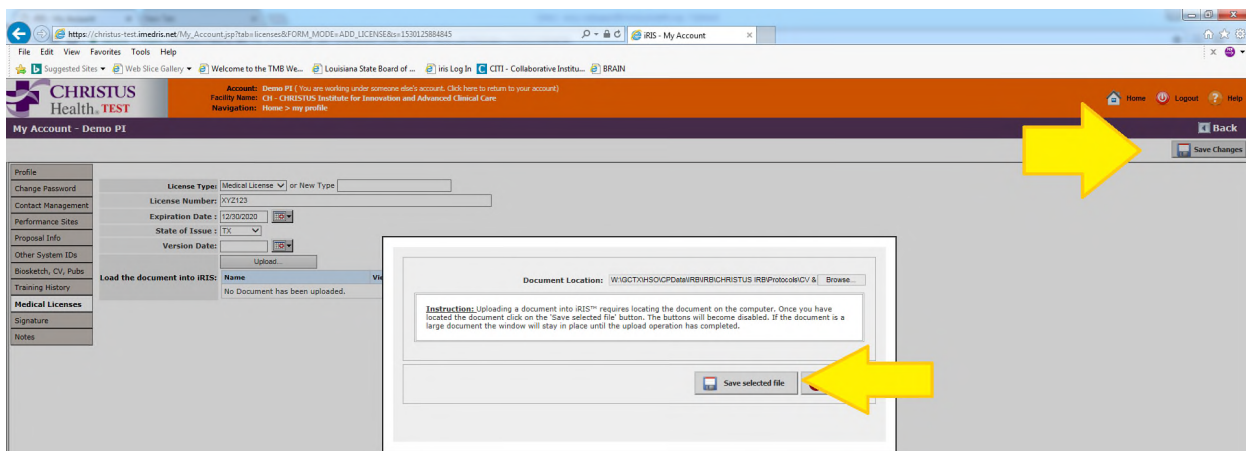
Click on browse to locate the file you want to upload.



Pick the file that you want

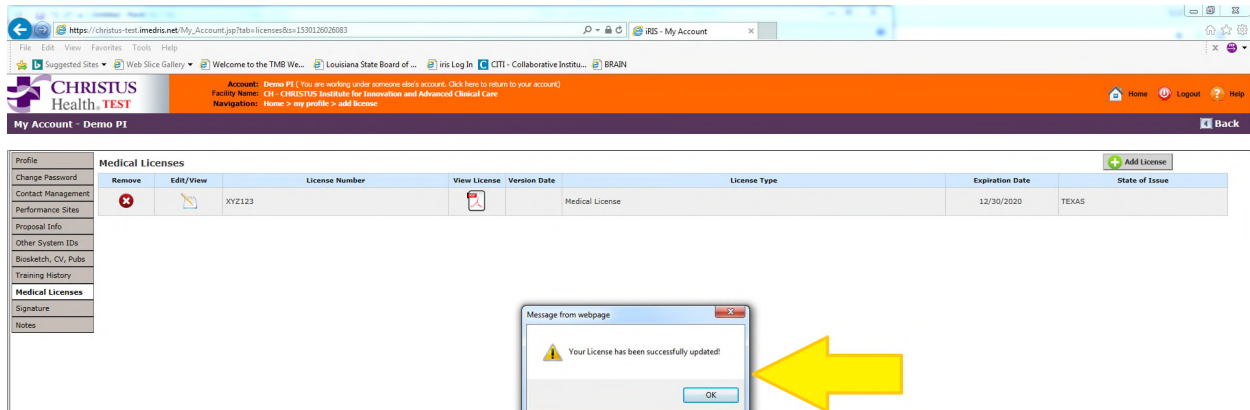


Once the correct file is selected. Click on save the selected file. Once the file is uploaded to iRIS click on save changes in the upper left corner.



Adding CV/Resumes and License to an iRIS Profile Verifying if Training Courses have been added to an iRIS Profile

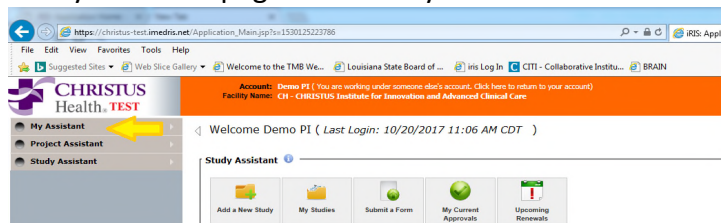
A popup window will tell you that your license has been successfully updated



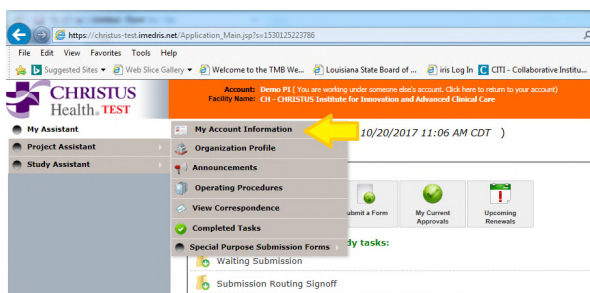
Verifying if Training Courses have been added to an iRIS Profile

Log into your iRIS account.

From your home page click on My Assistant in the middle left hand corner.



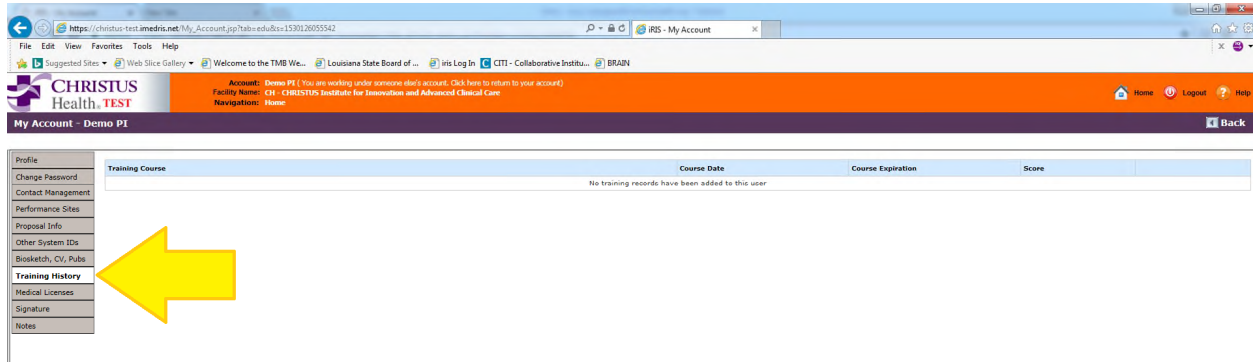
Then click on My Account Information



Adding CV/Resumes and License to an iRIS Profile

Verifying if Training Courses have been added to an iRIS Profile

Then click on Training History



The screenshot shows a web browser window with the URL https://christus-test.amedix.net/My_Account.jsp?tab=edu&id=153012605542. The page header includes the CHRISTUS Health logo and navigation links. A sidebar on the left contains a menu with the following items: Profile, Change Password, Contact Management, Performance Sites, Proposal Info, Other System IDs, Biosketch, CV, Pubs, **Training History**, Medical Licenses, Signature, and Notes. A large yellow arrow points to the 'Training History' menu item. The main content area displays a table with the following columns: Training Course, Course Date, Course Expiration, and Score. The table is currently empty, with the text 'No training records have been added to this user' centered below the header.

On this page you can check to see if your training history has been updated by the IRB. If no entries are found (such as in the example above), please submit your CITI training certificate to the CHRISTUS IRB.

Please remember you can only add items to your OWN iRIS account.