Editing Your ePIRATE Profile: Creating and Revising Your Profile

ePirate Training
• All ePIRATE users must complete their ePIRATE profile.

• Completing your profile is done after you have registered to be an ePIRATE user and after your registration has been processed by ORIC.

• When your information changes (i.e. updated CV, new CITI training date) you will need to revise your ePIRATE profile.

• The following instructions will explain how to create and edit your ePIRATE profile.
Step #1: Login to ePIRATE. Upon login you will arrive at the ePIRATE Home page shown below

Step #2: Click on the “Dashboard” tab to go to your ePIRATE Home screen
Step #3: In your ePIRATE Home screen click on the tab titled “Profile”
Step #4: Click on “Your Name’s Profile”
Step #5: Click on the button titled “Edit Researcher Profile”; this will open the ePIRATE profile smart form
Step #6: Respond to item #2.0. Your response(s) should reflect the choices you made when you registered to use ePIRATE.

Note: Some of the fields in the smart form may be pre-populated; make sure the information is correct; some fields throughout the smart form marked with a red asterisk (*), these are required fields.

Click “Continue” when you have completed this screen view to save your changes and proceed to the next screen view.
Step #7: Items #1.0 and #2.0 should be pre-populated. Respond to item #3.0 and please follow the instructions at #4.0 and upload a current CV or resume. You do not have to answer #5.0.

Click “Continue” when you have completed this screen view to save your changes and proceed to the next screen view.
Step #8 (for IRB members only; do not complete this screen view if you have not been appointed to one of the IRB committees): Provide a response to items #1.0 - #6.0. If you are uncertain as to the answer to one of these items contact ORIC for assistance.

Once you have responded to the items in this screen view click “Continue” to proceed to the next screen view.

If you do not need to complete this screen view, click on “Jump To” and proceed to the next screen view.
Step #9: Please provide a response to items #1.0 - #6.0 as applicable.

Note: When your CITI and/or GCP training expires and you have completed the required refresher course please remember to return to your profile and update your training date.

Once you have completed this screen view click “Continue” to save your changes and proceed to the next screen view.
Step #10: Responses to the items in this screen view are not required. This is the final ePIRATE profile screen view click the button titled “Finish” to exit the profile smart form.

• You have completed your ePIRATE profile.

• When there are changes that need to be documented in your ePIRATE profile (i.e. you have completed your CITI modules training refresher course and need to document your new training expiration date) you should follow these steps to revise/update your profile.