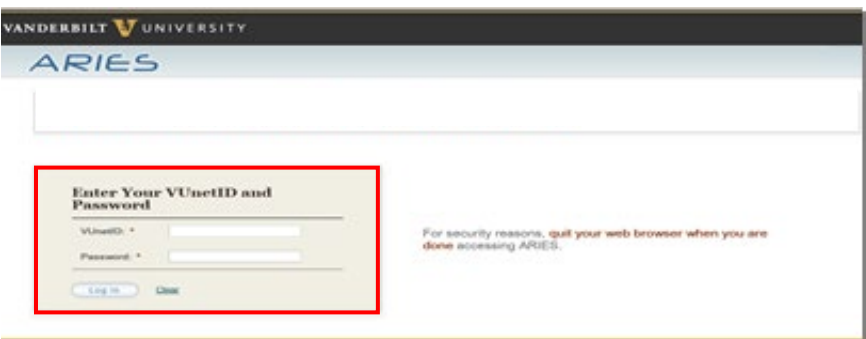
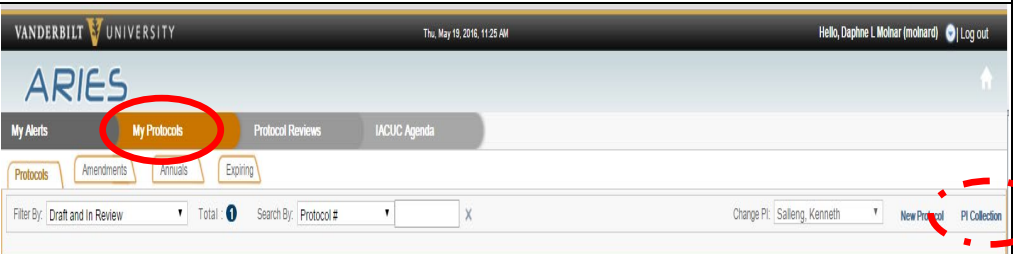
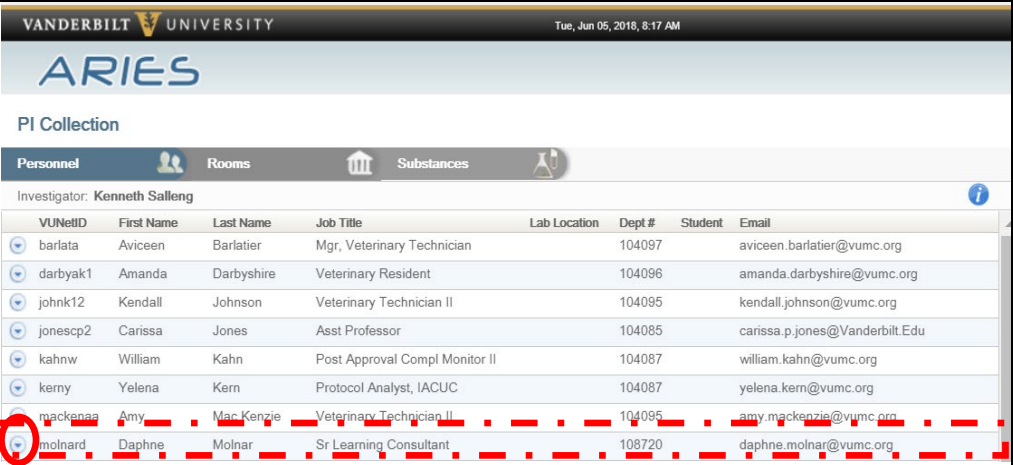

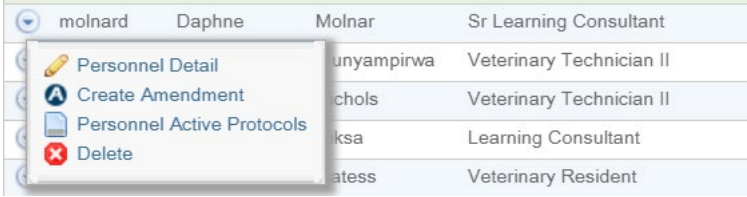


<p>Step 1: Log-on to the ARIES portal https://aries.app.vumc.org/Login</p> <p>Enter your VUnetID and password.</p> <p>ARIES Help link https://www.vumc.org/acup/iacuc/aries</p>	<p>If this amendment is related ONLY to the addition or deletion of personnel, refer to the ARIES Personnel Only Amendment Quick Reference Guide found on the ARIES Help page @ https://www.vumc.org/acup/iacuc/aries</p> 																																																																								
<p>Step 2: Select My Protocols Tab</p> <p>Look to far right of screen, select the PI Collection hyperlink</p>																																																																									
<p>Step 3: Personnel from eSirius protocols were migrated into ARIES.</p> <p>a) Select the person who will be assigned the PI_Manager role (e.g. this person can do everything except submit protocols and workflow back to IACUC during protocol reviews)-only the PI can submit protocols/amendments</p> <p>b) Now is the time to delete personnel who are no longer in the lab.</p>	 <table border="1"> <thead> <tr> <th>VUNetID</th> <th>First Name</th> <th>Last Name</th> <th>Job Title</th> <th>Lab Location</th> <th>Dept #</th> <th>Student</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>barlata</td> <td>Aviceen</td> <td>Bartatier</td> <td>Mgr, Veterinary Technician</td> <td></td> <td>104097</td> <td></td> <td>aviceen.bartatier@vumc.org</td> </tr> <tr> <td>darbyak1</td> <td>Amanda</td> <td>Darbyshire</td> <td>Veterinary Resident</td> <td></td> <td>104096</td> <td></td> <td>amanda.darbyshire@vumc.org</td> </tr> <tr> <td>johnk12</td> <td>Kendall</td> <td>Johnson</td> <td>Veterinary Technician II</td> <td></td> <td>104095</td> <td></td> <td>kendall.johnson@vumc.org</td> </tr> <tr> <td>jonescp2</td> <td>Carissa</td> <td>Jones</td> <td>Asst Professor</td> <td></td> <td>104085</td> <td></td> <td>carissa.p.jones@Vanderbilt.Edu</td> </tr> <tr> <td>kahnw</td> <td>William</td> <td>Kahn</td> <td>Post Approval Compl Monitor II</td> <td></td> <td>104087</td> <td></td> <td>william.kahn@vumc.org</td> </tr> <tr> <td>kerny</td> <td>Yelena</td> <td>Kern</td> <td>Protocol Analyst, IACUC</td> <td></td> <td>104087</td> <td></td> <td>yelena.kern@vumc.org</td> </tr> <tr> <td>mackena0</td> <td>Amy</td> <td>MacKenzie</td> <td>Veterinary Technician II</td> <td></td> <td>104095</td> <td></td> <td>amy.mackenzie@vumc.org</td> </tr> <tr> <td>molnard</td> <td>Daphne</td> <td>Molnar</td> <td>Sr Learning Consultant</td> <td></td> <td>108720</td> <td></td> <td>daphne.molnar@vumc.org</td> </tr> </tbody> </table>	VUNetID	First Name	Last Name	Job Title	Lab Location	Dept #	Student	Email	barlata	Aviceen	Bartatier	Mgr, Veterinary Technician		104097		aviceen.bartatier@vumc.org	darbyak1	Amanda	Darbyshire	Veterinary Resident		104096		amanda.darbyshire@vumc.org	johnk12	Kendall	Johnson	Veterinary Technician II		104095		kendall.johnson@vumc.org	jonescp2	Carissa	Jones	Asst Professor		104085		carissa.p.jones@Vanderbilt.Edu	kahnw	William	Kahn	Post Approval Compl Monitor II		104087		william.kahn@vumc.org	kerny	Yelena	Kern	Protocol Analyst, IACUC		104087		yelena.kern@vumc.org	mackena0	Amy	MacKenzie	Veterinary Technician II		104095		amy.mackenzie@vumc.org	molnard	Daphne	Molnar	Sr Learning Consultant		108720		daphne.molnar@vumc.org
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<p>c) If person is not in the pre-populated list, select the Add Person Option</p>	<p>Build a collection of personnel who work in your lab. This list will be used when completing protocols. TIP: Also include any managers who can create protocols for you.</p> <p></p>
<p>Step 4: Choose Personnel Detail option from the upside down arrow button</p>	
<p>Step 5: A page with 4 tabs will populate.</p> <ul style="list-style-type: none"> ✓ The PI must select the Permissions tab and assign the person the PI Manager role (e.g. (e.g. this person can do everything except submit protocols and workflow back to IACUC during protocol reviews)-be sure to hit SAVE at this point. ✓ PI Staff is the default role for majority of personnel. This role allows individuals on an approved protocol to view the protocol. ✓ Note: It is important that ALL information in each of the 4 tabs (Personnel Information, Permissions, Occupational Health, Training) is reviewed and complete for EACH person in the PI Collection. 	