Creighton University – InfoEd

InfoEd User Access Guide
Last update: May 2021

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If you need help accessing InfoEd or need a profile created contact the Research Compliance Office at:

Phone: 402-280-3074

Email: researchcomped@creighton.edu .

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1. Creighton University Employees and Students – Accessing the InfoEd Research System

Step 1: Go to https://creighton.infoedglobal.com
Step 2: Select the **Click Here**
Step 3: Sign in using the Creighton University single sign on page

Select the **Click Here** to log in with your Creighton credentials.
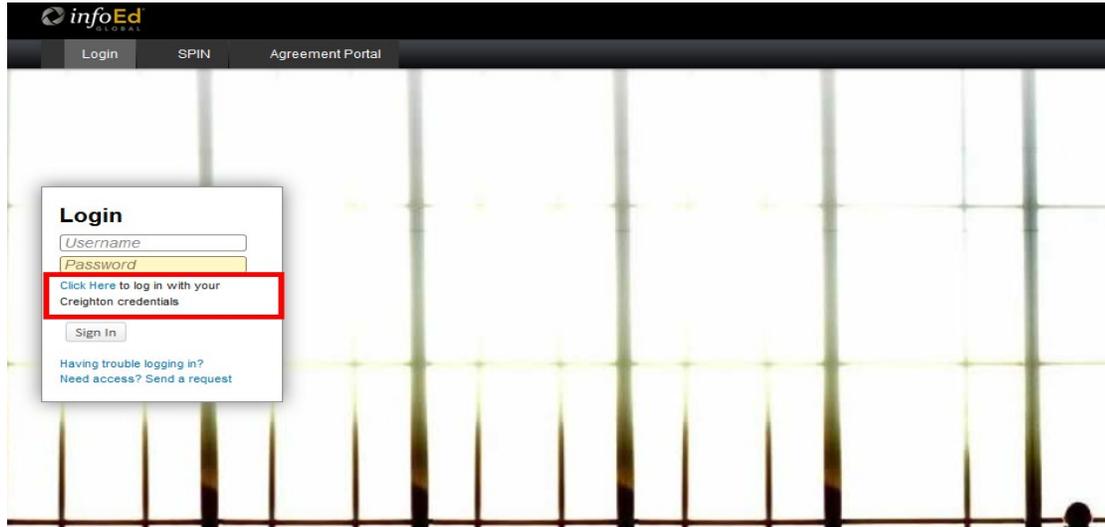
Use the Creighton University single sign on by entering your blue username and password.

2. Creighton SOM Faculty and External Users – Accessing the InfoEd Research System

Step 1: Go to https://creighton.infoedglobal.com
Step 2: Using the Login boxes enter in your assigned username and password.
Step 3: Select the Sign In button

For CHI employees, Creighton SOM faculty and External users use your assigned username and password within the Login boxes and select Sign in.
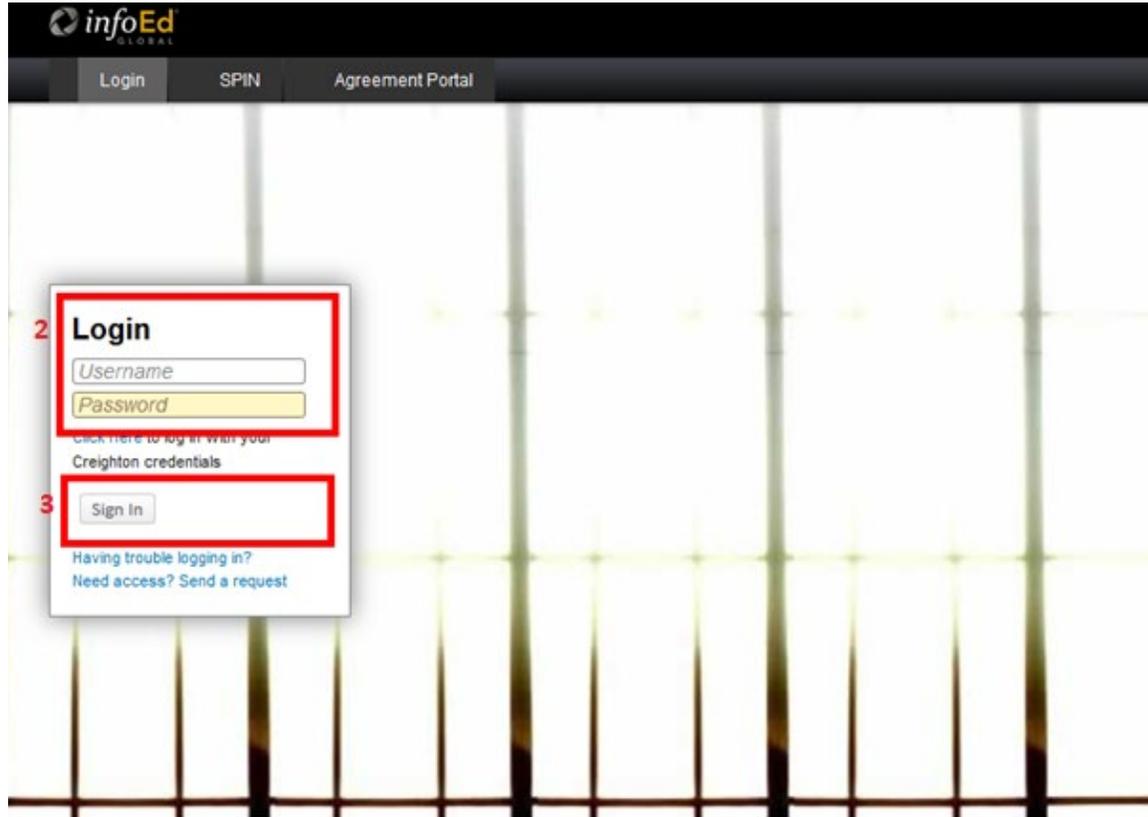
3. Locate a Record

Records can be found using three different options Locate My Records and Locate Records tabs and the Quick Find box.
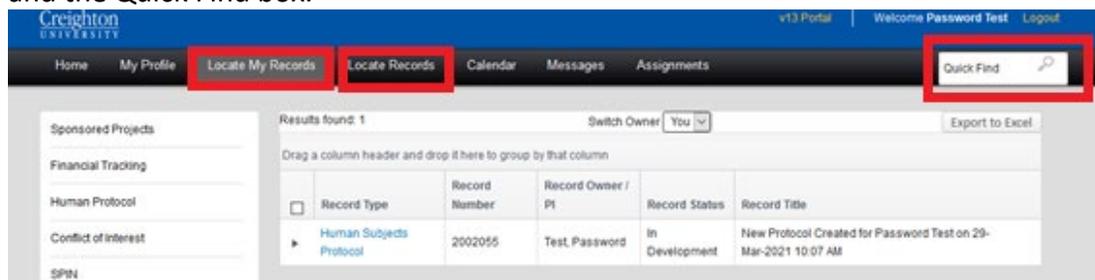
3.1: Locate My Records Tab

Locate My Records will provide a listing of all records on which you are the principal investigator.

Step 1: Select the Locate My Records from the top toolbar.
All record numbers with you as the owner/PI will be listed.
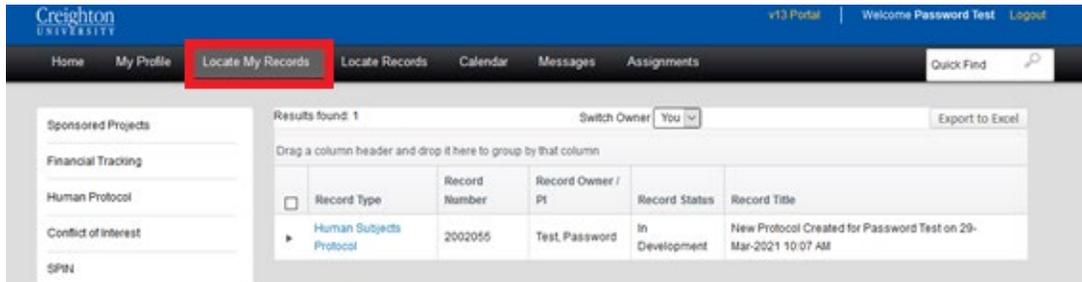
3.2: Locate Records Tab
   Locate Records is a search function to locate records by completing a search.
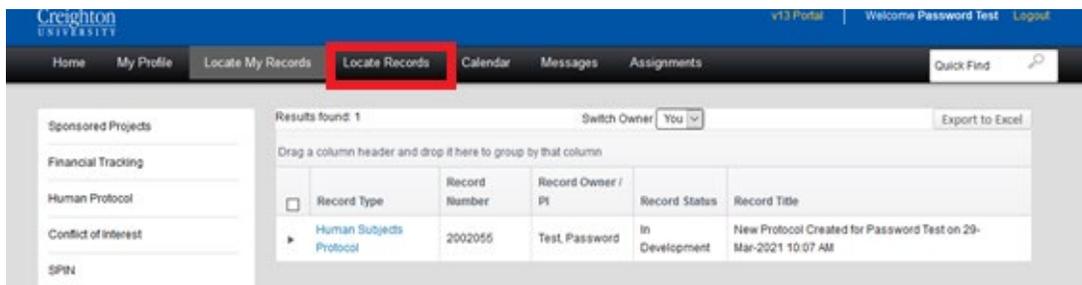
Follow steps below to search for all records on which you are listed as a personnel.
Step 1: Select the Locate Records from the top toolbar.
Step 2: Select the Human Protocol check box.
Step 3: Select the Record Personnel check box.
Step 4: Enter in your name within the Record Personnel box.
      All record numbers with you as personnel will be listed.

4. Home Tab Setup

The Home tab is your InfoEd main page with access to all InfoEd widgets which are configured through the Portal Configuration button.

Step 1: Select the Portal Configurations button
Step 2: Using the Login boxes enter in your assigned username and password.
Step 3: Select the Sign In button
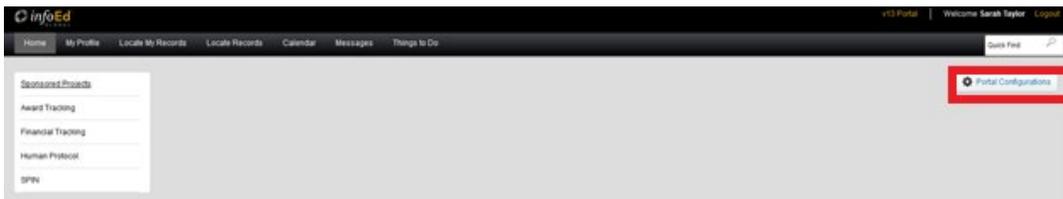
In the Portal Configuration screen, you can select widgets that you would like to see on your Home tab and how they will be displayed. The Research Compliance Office recommends, you configure the following.

4.1: Messages and Assignments should be enabled.

4.2: Bookmarks can be used to bookmark protocols.

4.1: WorkFlow Maps are used to follow your protocol flow within InfoEd.
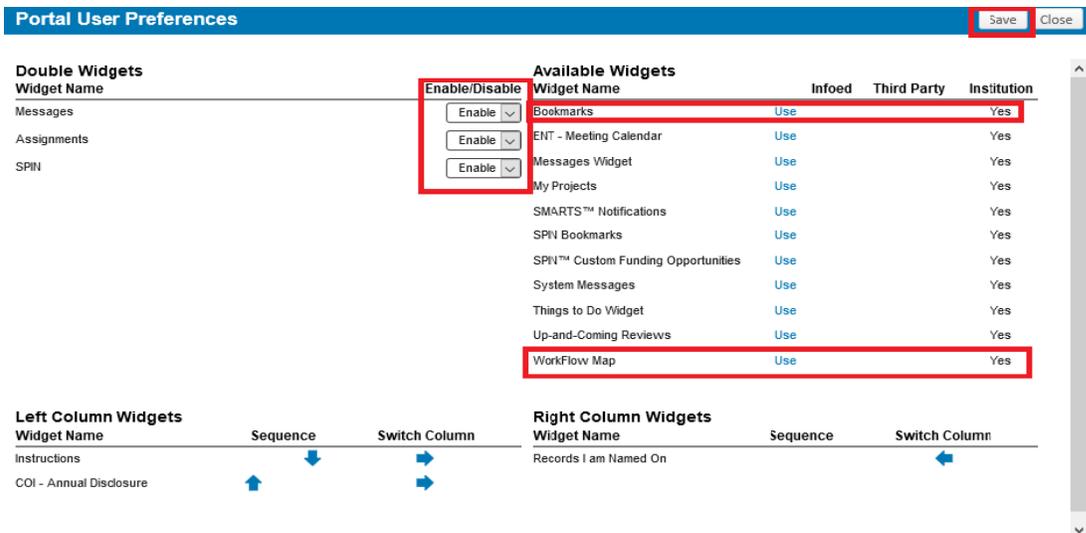
Widget choices:

Messages:
Displays system emails which are sent to the email address listed in the My Profile tab.

Assignments:
Displays all items that require action by you. This will include protocol submissions sent back to you from an IRB Administrator.

Workflow Map:
Workflow maps are a visual representation of where your protocol submission is in the IRB approval process.

Records I am Named On:
Displays all records which you are listed as personnel.

Up-and-Coming Reviews:
Displays protocol submissions in routing.

Bookmarks:
Bookmarks allow you to bookmark a chosen protocol to your Home Tab for quick access.