 LSU Health NEW ORLEANS Human Research Protection Program	STANDARD OPERATING PROCEDURES			
	ADDING EXTERNAL USERS TO KUALI			
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1 PURPOSE

This procedure establishes the process for adding external users to KualI.

2 CONSIDERATIONS

An external user will not be created for those that have an LSU Health email. All users with an LSU Health email will be directed to use this email for all kualI related business to avoid duplicate contacts in the system and to link their information with the HR feed.

3 PROCEDURES

3.1 *Submitter of KR Application Responsibilities*

3.1.1 The Submitter identifies all individuals not found in the system when typing their name(s) into the protocol personnel table by following the prompts in the smart form.

3.1.2 For Non-HSC individuals (those without an LSU Health email), the submitter follows the instructions listed in the smart form:

Instruct **Non-HSC Personnel** in question to send a "Request to add External User" email to IRBOffice@lsuhsc.edu (CCing you) with the following information:

- Full name
- Institutional affiliation
- Institutional email

3.1.3 Once the individuals are added as users in the system, following the process outlined in the **LSUHSC IRB Administrative Responsibilities** below, both the user(s) added and the submitter are notified. The submitter then returns to the application to add the previously missing user(s) to the protocol personnel table and continues with the submission.

3.2 *LSUHSC IRB Administrative Responsibilities*

3.2.1 Receives "Request to add External User" at IRBOffice@lsuhsc.edu from the missing user, with the submitter of the application cc'ed.

3.2.2 Prior to adding the external user, the IRB staff will perform the following checks:

3.2.2.1 Confirms that the user is not already a contact in the system


3.2.2.1.1 If they are, their login information will be provided to them.

3.2.2.2 Confirms that the user does not have an LSU Health email.

3.2.2.2.1 If they do, they will be directed to sign in via single sign.

3.2.3 Once the above is confirmed, the new user will be added by entering the following required information in the format that follows:

- First Name
- Last Name
- Display Name: **Last Name, First Name**

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- User Name: “firstname.lastname.” For example: if name is Jill Investigator, then user name will be **jill.investigator**
- Password: IRB Office will assign a password and provide it to the user. *For consistency, the password will be the same as the username.* The user can then go into the system and change the password. *See email template to send after user added below.*
- Email: Enter based on what is provided in new user email request
- Role: External User
- Primary Group: Louisiana State University Health Sciences Center -NO
- School ID: *Required* Same as User Name (firstname.lastname)

3.2.4 Once the user is added, the IRB staff will email both the user and the person CC’ed in the original “Request to the add External User” using this template:

“Hello,

You are now a contact in KR. You can login with this [link](#) and information, which will always be:

User Name: firstname.lastname (e.g., jill.investigator)

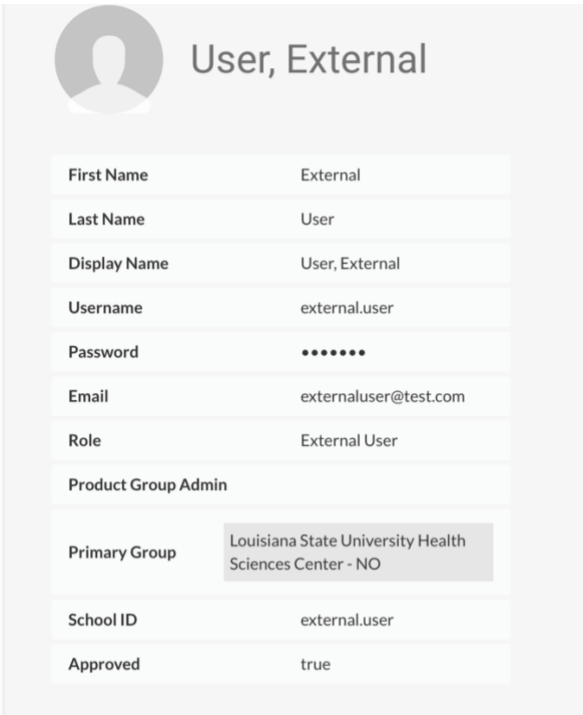
Password: Same as user name (firstname.lastname)


Upon logging, please update your password as shown in this document:

<https://www.lsuhsu.edu/administration/academic/ors/docs/Change%20Your%20Kuali%20Password.pdf>

Additionally, please let the person submitting the protocol you are associated with know that you are a user in the system so they can now list you as protocol personnel. “

4 EXAMPLE OF USER ADDED IN THIS FORMAT:



 User, External	
First Name	External
Last Name	User
Display Name	User, External
Username	external.user
Password	••••••
Email	externaluser@test.com
Role	External User
Product Group Admin	
Primary Group	Louisiana State University Health Sciences Center - NO
School ID	external.user
Approved	true