Adding Study Team Members to a New Study or Modification

Use question number one to search for any new study team members you want to add. A

Click the Ellipses B and it will open up a new select person dialogue box. C

In this box you can search by first name and last name. It will list everybody who is a contact in the system. C

If you see the name with a “DoNotUse” tag that is a duplicate account.

A
B
C
If you do not find your new study team member in the Click System, then you will add them in Question two.

By Clicking the Add button in question 2 the “Add study team member – user is not in system” dialogue box will open up. Please fill in the information and use the salud or unm email address if they are employee/student/faculty.
If you are having trouble with adding study team to a new study or modification please contact

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