Training and Support on the eResearch Homepage

The eResearch homepage has links for:

**Training**
- Online Training, Step-by-Step Procedures, and Job Aids

**Support**
- Technical Support (navigation, connectivity, system errors)
  ⇒ Contact the MAIS Help Desk at 6-7000 (734-936-7000) or maishelpdesk@umich.edu
- Regulatory Support (completing application questions, clarifications for materials, regulatory compliance)
  ⇒ Contact your IRB (www.irb.research.umich.edu)

**Sandbox**
- The Sandbox is your place to "play" around with a copy of eResearch, without fear of completing your real application incorrectly. You can upload documents, enter information, add study team members. It is available anywhere you have an Internet connection. Data entered in the Sandbox will not populate in the eResearch production system.

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Log Into eResearch

2. Click **Login**.
3. Login using your Login ID (uniqname or Friend ID) and password.
   - If you are a non U-M user, refer to the information below to set up a Friend ID.

Set Up a Friend ID/Friends Account (Non-U-M Users)

2. Click **Login**.
3. Click **create one now** to create a Friend ID.
4. Click the **Others** link to view the full directions on How to Set Up a Friends Account
   ⇒ The directions are summarized in the steps below.
5. Go to [https://friend.weblogin.umich.edu/friend/](https://friend.weblogin.umich.edu/friend/)
6. Enter your email address and click **Request**.
   ⇒ You will receive further instructions via an email from friend-accounts@umich.edu.
   ⇒ Allow up to an hour to receive the email.
7. Click the **Create Friend Account** link in the email from friend-accounts@umich.edu.
8. Enter and confirm your **Password** on the web page that opens.
9. Click **Set Password**.
10. A **Friend Account Created** confirmation page displays and you will receive a confirmation email. You are now ready to login to eResearch using your Friend ID and password.

Create a New Study

1. From your Home Workspace, click **New Study**.
2. Enter the study information on the first page.
3. Click **Continue**.

Add a Study Team Member

2. Click **Add**.
3. Click **Select**.
   ⇒ A new window opens displaying all the people available to add to the team.
   ⇒ If the person you need to add does not display, see Help for more information.
4. Select the new Study Team Member
5. Select the new Study Team Member’s function on the team.
6. Indicate if this person can edit the application or receive notifications of all study correspondence by selecting **Yes** to the appropriate questions.
7. Click **OK**.
8. Click **Save**.

Add Documents

Throughout the application, you can upload/add documents.

1. Click **Add**.
2. Enter a **Title** for the document you are uploading.
3. Use **Browse** to locate the document on your computer.
4. Select the file to upload.
5. Click **Open**.
6. Click **OK**.
   ⇒ See Help for important information on naming your document.