

## **MyIBC Online IBC Protocol System Instructions**

### **Browser Notes**

1. The MyIBC application should work with any browser but works best with Chrome.
2. You must have pop-ups enabled for the application to work properly.

### **Logging In**

1. Go to <https://myibc.wustl.edu>
2. Log in with your WUSTL Key.
  - a. If you need assistance with your WUSTL Key, visit <http://wustlkey.wustl.edu> or call 314-935-5707.

### **Creating a New Protocol or Modifying a Protocol Prior to Submission**

1. From the left-hand menu, select “My Protocols”. You will be presented with a list of protocols that are currently approved, submitted for review, or in progress.
2. To start a new protocol, click the “Start a New Protocol” button in the top left corner of the main screen.
3. To select an existing unapproved protocol, click on the underlined Protocol ID number.
  - a. Please note that once a protocol is submitted for review or approved you cannot update it using this method.
  - b. For protocols still under review, IBC staff will create a new incremental version number (e.g. Ver. 1.1 to Ver. 1.2) so that you can address any items that are required. These items will be emailed to you from [ehsibc@wusm.wustl.edu](mailto:ehsibc@wusm.wustl.edu).
  - c. For approved protocols, you will need to submit an amendment (see below).

### **Amending an Approved Protocol**

1. From the left-hand menu, select “My Protocols”. You will be presented with a list of protocols that are currently approved, submitted for review, or in progress.
2. Find the approved protocol you would like to amend and click the “Amendment” button underneath the protocol number.
3. A new major version number (e.g. Ver.1 to Ver.2) will be created and the protocol status will change to “Previously approved; Open for edit”.
4. Click on that new version number to edit the necessary sections. Be sure to use the “Save and go to next section” button on any updated sections before using the left-hand navigation menu.
5. Follow the General Navigation instructions below to complete updating and submitting the protocol.

### **General Navigation**

1. You can go through the protocol sections in order by clicking “Save and go to next page” or you can select specific sections from the navigation menu on the left.
2. You must click “Save and go to next page” before leaving a page or any data you have entered on that page will be lost.
3. Each time you click “Save and go to next page” the system will validate the information entered against a set of rules. If you get any errors, you can correct them now or after you are finished

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completing the rest of the sections. Some validation errors may resolve themselves when completing later sections of the form.

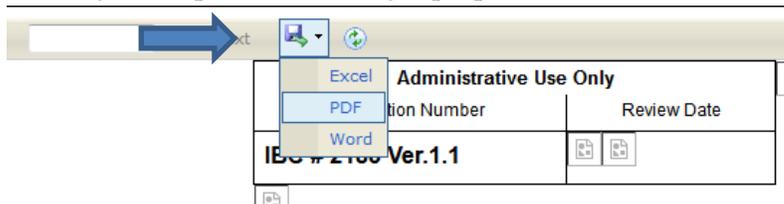
4. A blue arrow  indicates which section you are currently editing.
5. A red x  indicates that a validation rule has been failed on a given section.
6. A green check mark  indicates that all validation rules have passed on a given section.
7. To return to the “My Protocols” menu page, click  in the upper right corner. Remember to save any data before returning to the “My Protocols” menu.
8. Once you are finished entering information, select “Validate and Submit” from the left-hand menu and click “Validate”.
  - a. If all validation rules are passed, you will not receive any error messages. Press “Submit” to submit the protocol for review or return to the “My Protocols” menu if you want to make additions at a later time.
  - b. If any validation rules fail, you will see a list of sections that need to be corrected and red x’s will display next to the sections with errors.

### Printing

1. You can print a copy of your protocol at any stage of the submission and approval process. A watermark will print on the protocol to indicate if it is pending submission, in review, or approved.
2. Log in to myIBC and select My Protocols.
3. Next to your protocol number is a printer icon:



4. Clicking on the printer icon brings up a preview window:



5. Select PDF or Word to download the format you want.
  - a. Depending on your browser settings the file may open in a new browser tab or download to your computer.
6. If you would like to print the bloodborne pathogens checklist that you uploaded, select the “OSHA” icon instead of the printer icon.
7. If you would like to print the attached safety narrative that you uploaded, select the “Safety” icon instead of the printer icon.