When adding a CV/Resume to your iRIS Profile please follow the below directions:

Log into your iRIS account.

From your home page click on My Assistant in the middle left hand corner.



Then click on My Account Information.



Then click on Biosketch, CV, Publish and click on Add CV or Biosketch in the upper left corner



Complete the information (the Version Date should be the date it was signed)



Once the information is complete click on upload

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When adding a License to your iRIS Profile please follow the below directions:

Log into your iRIS account.

From your home page click on My Assistant in the middle left hand corner.



Then click on My Account Information.



Then click on Medical Licenses and then Add in the upper left corner



Make sure to complete all of the information

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Verifying if Training Courses have been added to an iRIS Profile

Log into your iRIS account.

From your home page click on My Assistant in the middle left hand corner.



Then click on My Account Information



Then click on Training History



On this page you can check to see if your training history has been updated by the IRB. If no entries are found (such as in the example above), please submit your CITI training certificate to the CHRISTUS IRB.

<u>Please remember you can only add items to your OWN iRIS</u> <u>account.</u>