

Click IRB Reference Guide

Changing Email Preferences



This guide will help me

- Walk through steps to manage your email preferences for receiving Click email notifications.

Change Your Preferred Email

- You can change the email address where you receive Click IRB email notifications by submitting an IS ticket.
- Edit your preferred email address in Click by following these steps:

Step 1 After logging in to Click IRB, navigate to your profile user preferences by clicking on your name in the upper right-hand corner. Choose “My Profile” to see your current preferred email address.

ID	Name	Date Created	Date Modified	State	Line	Coordinator
MCD00004765	Modification #4 for Study 2018 11 14 Polek Test Study	11/15/2018 2:10 PM	11/15/2018 2:10 PM	Pre-Submission		
SITE00000690	Site for 2018 11 15 Polek Test Study	11/15/2018 1:37 PM	11/15/2018 1:37 PM	Pre-Submission		
STUDY00004165	2018 11 13 Polek Test of Research Locations Drop Down	11/13/2018 3:22 PM	11/13/2018 3:24 PM	Pre-Submission		
SITE00000686	Site for 2018 11 09 Polek	11/9/2018 2:41 PM	11/9/2018 2:43 PM	Pre-Submission		

Step 2

- View current preferred email; if the email is the one you prefer to use, then no additional steps are necessary because you should already be receiving emails from Click at this address.
- If you wish to change your email address to an alternate address, proceed to Step 3.

Next Steps

NI, PI

Employer: Seattle Children's

Phone: 503.123.4588

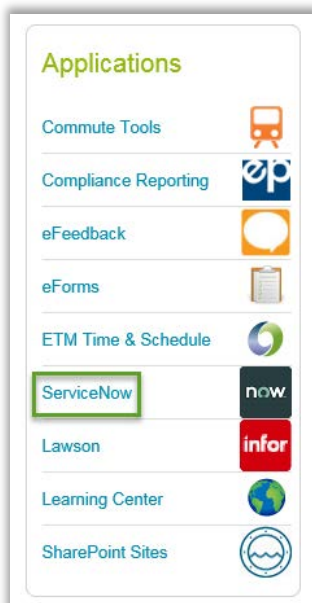
E-mail: neelima.inala@seattlechildrens.org

Click IRB Reference Guide

Changing Email Preferences

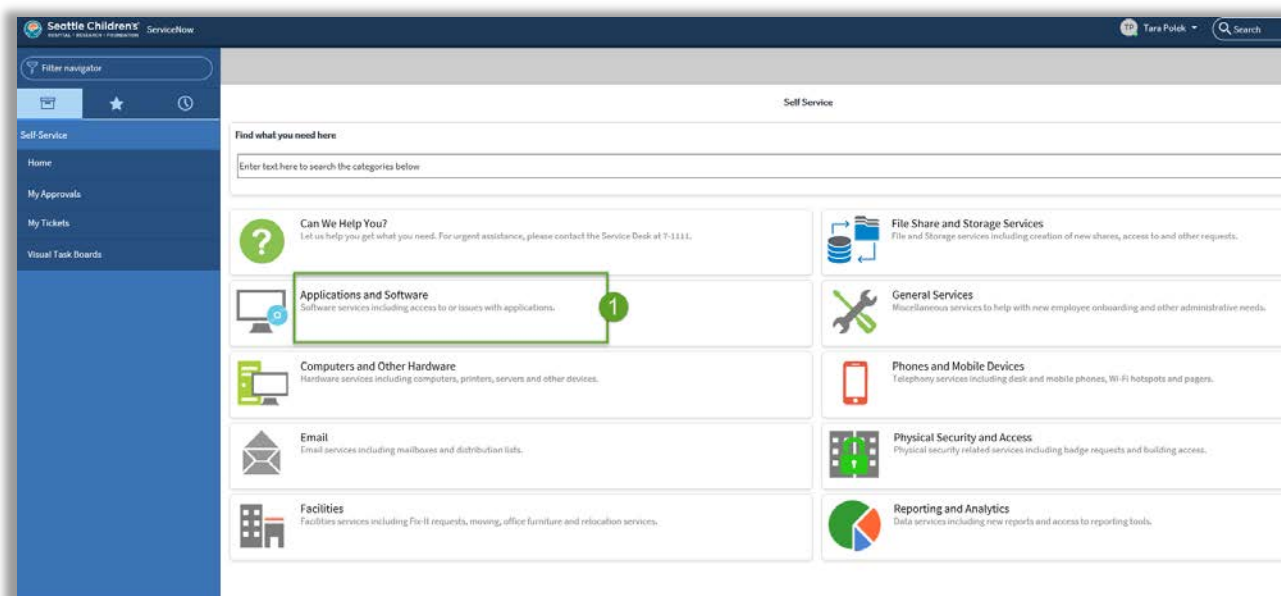
Step 3

If you wish to change your preferred email address, proceed to the Child webpage in the Seattle Children's Intranet and submit an IS ticket by clicking **Service Now** in the Applications box.



Step 4

Click **Applications and Software**



Click IRB Reference Guide

Changing Email Preferences

Step 5

Click Other

Applications and Software
Software services including access to or issues with applications.

Related Categories

- CIS/Clinical Applications**
Items related to CIS, Dragon Medical One, e-Signature, Chartscript MD, 3M Direct and other clinical applications.
- Epic/Revenue Cycle**
Scheduling provider adds and other Epic and Revenue Cycle related items.
- FACSys**
Modify access to an existing account or request the creation of a new account.
- Lawson**
Elevated access, reporting and other Lawson related items.
- Onbase**
Accounts Payable changes and other Onbase related items.
- Pharmacy Informatics**
Request information from the Pharmacy.
- Radiology/Cardiology Informatics**
Request Radiology or Cardiology services.
- SharePoint**
New site requests, access to, enhancements and other SharePoint related items.
- Other**
All other issues and requests. **1**

Step 6

- Select Click Portal: COI, IRB, IACUC;
- Fill in the IS ticket to submit a request to change the preferred email address
- A representative from the Click technical team will assist you in changing your email address.

Other
All other issues and requests.

Items

- CLICK Portal: COI, IRB, IACUC** **1**
▶ preview
- iLab: Report an Issue**
▶ preview
- MS SQL Database Permissions Request**
- Application/Service Load Balancing Request**
▶ preview
- Other Software Issues/Requests**
▶ preview