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LOGGING IN TO eSIRIUS

1. Go to esirius.uwo.ca
2. Input your Western One Id and Password.
   a. If you don’t have a Western One ID and Password, contact esirius3g@uwo.ca
3. Click ‘Login’, or press enter.

HOMESCREEN

There are two main components of the homescreen:

1. The Mailbox
2. The Alert Tables

THE MAILBOX

The mailbox does the following:

1. Highlights the module under which you are working
2. Allows you to open the fly-out menu
3. Shows you how many documents are sitting with you
4. Allows you to open the Alert Tabs
THE FLY-OUT MENU

The Fly Out Menu allows to:

1. Transfer Ownership of your AUP to Another Researcher
2. Run the AUP Contacts Report
3. Search your AUPs, Funding, Annual Renewals, and Modifications

THE ALERTS TABS
The Alerts Tabs are where you’ll find the various AUP documents and reviews pertaining to your animal-based science work. There are 8 tables in total:

<table>
<thead>
<tr>
<th>Protocol Actions</th>
<th>This is your main actions tab. This tab will house all your currently approved AUPs, as well as the buttons to start a new AUP, copy an existing AUP, start a modification, view current and previous versions of your AUP, and view your AUP’s register.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Protocols</td>
<td>This tab allows you to work on existing unfinished AUP drafts.</td>
</tr>
<tr>
<td>Protocols in Review</td>
<td>This tab holds your New AUPs, Modifications, and Full Renewals currently in review with the ACC.</td>
</tr>
<tr>
<td>Annual Renewal Reviews</td>
<td>This tab will tell you which of your AUPs currently requires an annual review.</td>
</tr>
<tr>
<td>Annual Renewals in Review</td>
<td>This tab is where you’ll find the ACC’s review of your submitted Annual Renewals.</td>
</tr>
<tr>
<td>Full Renewal Reviews</td>
<td>This tab will tell you which of your AUPs currently requires a Full Renewal.</td>
</tr>
<tr>
<td>Draft Modifications</td>
<td>This tab allows you to work on existing unfinished draft Modifications.</td>
</tr>
<tr>
<td>Transfer Ownership</td>
<td>This tab will let you know any transfer ownership requests that are currently ongoing.</td>
</tr>
</tbody>
</table>

To start a new action on any tab—but primarily the Protocol Actions Tab—first select the AUP in question, and click the corresponding button above:
To continue an action or begin a review on the other tabs, simply click the underlined AUP number:

**THE ANIMAL USE PROTOCOL FORM**

To start an Animal Use Protocol Form, go to the Protocol Actions Tab and click the ‘Start New Animal Use Protocol’ Button.

You will be asked to agree to a series of statements that align with the legal and regulatory responsibilities of working in animal-based science at Western and its affiliates. Upon clicking yes, you will be able to click the ‘Start New Application’ button.

**THE INTRODUCTION PAGE**
The Introduction page is broken into two parts. The first is a series of questions that pertain to the AUP as a whole. The second set of questions are species-specific:

![Table of Contents]

Once these two sets of questions are answered and saved, the rest of the AUP is built to only cover the work described in the introductory questions.

**THE TABLE OF CONTENTS**

The Table of Contents allows you to jump between pages and tells you how complete the form is prior to submission, as well as which pages are undergoing review by the ACC. Below is a Legend for the various icons used in the TOC:

![Legend of Table of Contents Icons]
1. Please fill out all questions on the form. Some questions on the form will appear due to the answers made in previous questions, so be sure to be thorough.
2. Questions outlined with a red dash are required questions that MUST be filled out to save the page.
3. Sometimes a page will hold multiple tabs. Please fill out all tabs before clicking ‘save’.
4. Occasionally, you will be asked to attach files to the form. Due to eSirius’ anti-data loss system. The attachments component only appears before and after you edit other fields on the page. If you see a question that requires attachments and you don’t see an attach file button, please click save and look again.
5. Throughout the form, you will see small blue circles with question marks. These are called ‘clue tips’, informative boxes that help you answer the questions to the fullest extent of the ACC’s queries.
FILLING OUT TABLES

1. While most of the table are self-explanatory, almost all tables have an option that will greatly speed up the AUP creation process. If you have an already-approved AUP, you can pull previously approved instances of the tables contents into the draft AUP.
2. Additionally, many of the tables allow for selecting multiple instances at a time. While this makes the initial choosing faster, you will still need to select the instances and edit them after the fact to ensure complete and accurate records.

THE REVIEW PROCESS

1. When the AUP is returned to you for review, the form will look the same except for 3 new tabs in the far right of your screen: History (for previous version notes and changes), View Changes (allows you to view live changes of fields you’ve made akin to Microsoft Word Track Changes) and Reviewer Notes.
2. Each page in the form can have a reviewer note attached to it, and you will know which pages have comments by looking at the Table of Contents (See Legend Above for more information)

To change a pages status to revised you can perform one of two actions:

1. Revise the fields indicated in the review notes on the far right of the page
2. Click the Review Rebuttal checkbox and fill out a rebuttal for why a change does not need to be made.
The Annual Renewal form begins with giving you some of the system-tracked information on your AUP, most notably the record of animal usage. To move forward with the review, click the Progress Report Tab. This will open a series of tabs with questions. Please complete.

The Project Personnel tab is different in that it will allow you to remove personnel from the AUP by unchecking them from this list.

**Full Renewals**

Full Renewals operate the same way new AUPs do, with no changes to the form.

**Modifications**
Modifications require you to fill out a reason for your amendment, after which you will be allowed to amend the AUP is if it was in an unfinished state, submitting it at the end of your changes like you would a draft AUP.

**Registers**

Selecting your AUP on the homescreen and clicking the ‘Register’ button will allow you to see the summary of the animal usage for that AUP.

Clicking the AUP number will allow you to see the register detail of the AUP.

**Preview AUP Versions**

Selecting your AUP on the homescreen and clicking AUP Versions Preview will give you the option of viewing all current and previous versions of that AUP. You can view the AUP by clicking the AUP number.
Be sure to click the latest version of your AUP for accuracy of your printout.