

# Section 1 - Initial Startup of eSirius

## 1.1 – Login

- a) **Login to eSirius** → Enter the eSirius URL into your web browser → <http://esirius.uwo.ca/esirius/> → **eSirius Login Screen** → Enter your **USER ID** (established in Expert by default = Last Name + 1<sup>st</sup> Initial) → Enter **PASSWORD** (the eSirius administrator automatically assigns you the password during a training session for your initial login. Please change your password (your UWO password is recommended) immediately after logging in to ensure that your account is secure - see instructions for **Section 1.2 (b) – Change Password** → Click 'LOGIN TO ESIRIUS' Button → **HOME PAGE** Opens



The screenshot shows the eSirius login interface. At the top left is the eSirius logo with the text "ONLINE RESEARCH INFORMATION MANAGEMENT". Below this is the University of Western Ontario logo and name. The main content area contains a welcome message and instructions for logging in. There are two input fields: "User ID" containing "BEARY" and "Password" containing six dots. Two red arrows point from text boxes to these fields. The first arrow points from a box labeled "Last Name, 1st Initial" to the "User ID" field. The second arrow points from a box labeled "Password assigned during eSirius Training Session" to the "Password" field. Below the input fields are two buttons: "Login to eSirius" and "Clear Form". At the bottom, there is a note about browser compatibility and contact information for the program manager.

Welcome to **eSirius**, your access to The University of Western Ontario's Animal Use Subcommittee's *Animal Use Protocol* management system.

To start your **eSirius** session, please type your User ID, Password and Click **Login to eSirius**.

User ID

Password

**Last Name, 1st Initial**

**Password assigned during eSirius Training Session**

This site is best viewed with **Netscape 6.0** or later or **Internet Explorer 5.0** or later. Please direct all your questions/suggestions to your [Western's on-site eSirius program manager](#).

# Section 1 - Initial Startup of eSirius

## 1.2 – Home Page

**Home Page** Bear, Yogi PI SIGN OUT REFRESH 01/21/2010

**ALERTS - UN-FINISHED PROTOCOLS**

AUP_NUMBER	FORM TYPE	AUP_TITLE	UPDATED
2010-0008	New		01/18/2010
2010-0010	New		//

**ALERTS - NEW PROTOCOLS**

AUP_NUMBER	AUP_YR	PI_FULL_NAME	SUBMITTED	FORM TYPE	FROM	TO	WORKFLOW DATE	ACTION
2009-0029	1	Bear, Yogi	11/09/2009	New	IACUC	AUS	11/10/2009	Workflow Cancelled
2009-0037	1	Bear, Yogi	11/19/2009	New - Under Revision		AUS	01/08/2010	
2009-0060	1	Bear, Yogi	12/30/2009	New - Under Revision	Reviewer	AUS	01/08/2010	Designated Reviewed
2010-0007	1	Bear, Yogi	01/16/2010	New	PI	AUS	01/16/2010	Requests Review
2009-0031	1	Bear, Yogi	01/04/2010	New - Under Revision	AUS	Reviewer	01/19/2010	Review
2009-0035	1	Bear, Yogi	11/25/2009	New - Under Revision	AUS	Reviewer	01/19/2010	Review
2009-0052	1	Bear, Yogi	12/16/2009	New - Under Revision	AUS	Reviewer	12/23/2009	Review
2010-0006	1	Bear, Yogi	01/15/2010	New	AUS	Reviewer	01/15/2010	Review

**ALERTS - UN-FINISHED PROTOCOL MODIFICATIONS**

AUP_NUMBER	AUP_YR	PROT MOD #	AUP_TITLE	ProtMod Date	REASON_JUSTIFICATION
2010-0003	1	0002	Effects of Apomoxilan on immunodeficient pigs	01/19/2010	

**ALERTS - NEW PROTOCOL MODIFICATIONS**

AUP_NUMBER	AUP_YR	PI_FULL_NAME	PROT MOD #	AUP_TITLE	FROM	TO	WORKFLOW DATE	REASON_JUSTIFICATION	ACTION
2009-0056	1	Duck, Donald	0001	Study of the effects of stress on pigs	AUS	AUS	01/05/2010	blah	Requests Review

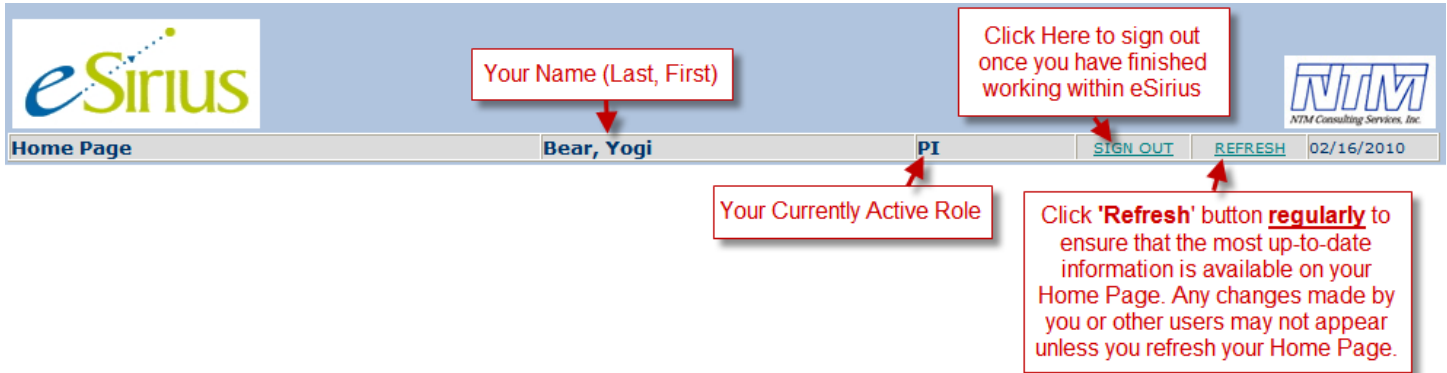
**ANIMAL USE PROTOCOL OPTIONS**

- Submit - Animal Use Protocol - AUP Form
- Submit - Animal Use Protocol (AUP) Form FROM an Existing AUP
- Submit - Protocol Modification Form for an Approved AUP
- Transfer Ownership of Protocol to Another Researcher
- Search - Animal Use Protocol
- Search - AUP Species Usage Register
- Search - Protocol Modification
- Reports - Protocol
- Reports - Regulatory Compliance
- Reports - Protocol Contacts

### Two Main Components of the eSirius HOME PAGE:

- TOOLBAR** → Grey stripe across the top of the window → Displays current location, your name, your currently active Security Role and the current date → Gives you link buttons to 'SIGN OUT' and 'REFRESH.'

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- b) **TABLE OF CONTENTS (TOC)** → When you click an item in the TOC, you proceed to the selected section on your Home Page. In the example above, ALERTS, ANIMAL USE PROTOCOL OPTIONS, MEMBERSHIP, ROLES and CHANGE PASSWORD are the main sections.

## TOC:

Alerts...
<a href="#">Protocols: Un-Finished</a>
<a href="#">Protocols: New</a>
<a href="#">ProtMods: New</a>
<b>Animal Use Protocol Options</b>
<b>Membership</b>
<a href="#">MACGREGORW</a>
<b>Roles</b>
<a href="#">IMBR</a>
<b>Change Password</b>

- **Alerts** → Displays different types of alerts (e.g. 'New Protocols', 'Unfinished Protocols', etc.).
  - **Alert** – An AUP requiring an **action** (form content completion/change, review, meeting submission, etc.) by either a **PI/Designate**, **AUS Office staff** or **AUS Reviewer**.
- **Animal Use Protocol Options** → Displays the AUP access options assigned to you by the eSirius administrator.
  - **Submit** → AUP creation, copy, completion or submission (see Section 2.1)
  - **Transfer** → AUP ownership change (see Section 2.3)
  - **Search** → AUP information search (see Section 5)
  - **Reports** → AUP information reports (see Section 6)

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- **Membership** → Displays any PI group(s) to which you belong (if you belong to more than one group). You may click on the link to switch your membership in order to access all information pertaining to the listed PI group.
- **Roles** → If you have more than one role (e.g. you are both a **PI** and an **AUS Committee Member**) and you are currently signed in as a PI, your other role option (AUS Committee Member = 'IMBR') will appear in the TOC. Click on the **link buttons** to switch between roles (and protocol management options associated with each role). The following example illustrates the different Home Page views based upon the 'PI' and 'AUS Committee Member' roles.

Home Page | Dickey, Burt | **PI**

Alerts... | **ANIMAL USE PROTOCOL OPTIONS**  
Submit - Animal Use Protocol - AUP Form  
Submit - Animal Use Protocol (AUP) Form FROM an Existing AUP  
Submit - Protocol Modification Form for an Approved AUP  
Search - Animal Use Protocol  
Search - AUP Species Usage Register  
Search - Protocol Modification  
Reports - Protocol  
Reports - Regulatory Compliance  
Reports - Protocol Contacts

Animal Use Protocol Options

Membership  
MACGREGORW

Roles  
**IMBR**

Change Password

**Click Here to access options associated with your other role (IMBR)**

**Currently active Role (PI)**

eSirius

Home Page | Dickey, Burt | **IMBR**

Alerts... | **ANIMAL USE PROTOCOL OPTIONS**  
Search - Agenda  
Search - Animal Use Protocol  
Search - Protocol Modification  
Search - Protocol Revision  
Reports - Protocol

Animal Use Protocol Options

Roles  
**PI**

Change Password

**Click Here to access options associated with your other role (PI)**

**Currently active Role (IMBR)**

- **Change Password** → Allows you to change your current password by following these steps: Click CHANGE PASSWORD in the TOC on your Home Page → eSirius Change Password Page appears → Enter Your CURRENT Password, NEW Password and then RE-ENTER your New Password in appropriate fields (see e.g. below) → Click 'SAVE PASSWORD' button → eSirius Password Confirmation Page appears, indicating that password has been changed → Click

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'RETURN TO HOME PAGE' Button to open Home Page → SIGN OUT and then LOGIN again for changes to take effect.

**eSirius Change Password**

To change your eSirius password, type your current password, new password and confirmation of your new password and click **Save Password**

Current Password: [password field] \* ← **Step 1**

New Password: [password field] \* ← **Step 2**

Confirm New Password: [password field] \* ← **Step 3**

Save Password | Clear Form | Cancel & Return to Home Page

\* Required Fields ← **Step 4**

**eSirius Password Confirmaton**

Your password information have been saved and will become effective next time you login.

Return To Home Page ← **Step 5**

**Home Page** Bear, Yogi PI SIGN OUT REFRESH 01/21/2010

**Alerts...**

- Protocols: Un-Finished
- Protocols: New
- ProtMods: Un-finished
- ProtMods: New
- Animal Use Protocol Options
- Change Password

**ALERTS - UN-FINISHED PROTOCOLS**

AUP_NUMBER	FORM TYPE	AUP_TITLE	UPDATED
<a href="#">2010-0008</a>	New		01/18/2010
<a href="#">2010-0010</a>	New		/ /

**ALERTS - NEW PROTOCOLS**

AUP_NUMBER	AUP_YR	PI_FULL_NAME	SUBMITTED	FORM TYPE	FROM	TO	WORKFLOW DATE	ACTION
<a href="#">2009-0029</a>	1	Bear, Yogi	11/09/2009	New	IACUC	AUS	11/10/2009	Workflow Cancelled
<a href="#">2009-0037</a>	1	Bear, Yogi	11/19/2009	New - Under Revision		AUS	01/08/2010	
<a href="#">2009-0060</a>	1	Bear, Yogi	12/30/2009	New - Under Revision	Reviewer	AUS	01/08/2010	Designated Reviewed
<a href="#">2010-0007</a>	1	Bear, Yogi	01/16/2010	New	PI	AUS	01/16/2010	Requests Review
<a href="#">2009-0031</a>	1	Bear, Yogi	01/04/2010	New - Under Revision	AUS	Reviewer	01/19/2010	Review
<a href="#">2009-0035</a>	1	Bear, Yogi	11/25/2009	New - Under Revision	AUS	Reviewer	01/19/2010	Review
<a href="#">2009-0052</a>	1	Bear, Yogi	12/16/2009	New - Under Revision	AUS	Reviewer	12/23/2009	Review
<a href="#">2010-0006</a>	1	Bear, Yogi	01/15/2010	New	AUS	Reviewer	01/15/2010	Review

**ALERTS - UN-FINISHED PROTOCOL MODIFICATIONS**

AUP_NUMBER	AUP_YR	PROT MOD #	AUP_TITLE	ProtMod Date	REASON_JUSTIFICATION
<a href="#">2010-0003</a>	1	0002	Effects of Apomoxilan on immunodeficient pigs	01/19/2010	

**ALERTS - NEW PROTOCOL MODIFICATIONS**

AUP_NUMBER	AUP_YR	PI_FULL_NAME	PROT MOD #	AUP_TITLE	FROM	TO	WORKFLOW DATE	REASON_JUSTIFICATION	ACTION
<a href="#">2009-0056</a>	1	Duck, Donald	0001	Study of the effects of stress on pigs	AUS	AUS	01/05/2010	blah	Requests Review

**Step 6** → SIGN OUT