

Access Request Process

Please discuss with your researchers or research team members that are not UC San Diego faculty or staff to determine if they need to access Kualu IRB to submit applications or interact with the appropriate IRB's. All UC San Diego faculty and staff have "Active Directory" accounts that allow them to access Kualu IRB. Researchers and research team members will need the same accounts if they are not employed or affiliated with UC San Diego. To provide the necessary research personnel access to Kualu IRB, there are some steps UC San Diego faculty and staff can take:

For Rady Children's Hospital, many researchers and staff have "Dual Appointment" at UC San Diego so they are set up with an Active Directory (AD) account. Please communicate with those individuals that they need to use their UC San Diego credentials to log into Kualu IRB:

- Active Directory usernames are typically set up with the "first initial of your first name" and "your entire last name". If an individual cannot remember or find their username, please direct them to the [ITS Service Desk](#) (for General Campus) or [Health IS](#) (for Health Sciences).
- If they have their Active Directory (AD) username, but cannot remember their password, please have them go to this online tool to reset it: [UCSD Password Change Tool](#).
- Some individuals may have a "Business Systems" account which may also work, but we recommend all study team members that need to access Kualu IRB have and use an AD account.

If a Rady Children's Hospital or non-UC San Diego researcher need to access Kualu IRB and they do not have an Active Directory (AD) account, they must first obtain a "Sponsored Affiliates" account. This type of account provides access to individuals outside the university by having a department "sponsor" them. You, or a department contact, will need the following information from the person needing access:

- **First Name**
 - **Last Name**
 - **Email Address**
 - **Justification and/or the sponsor/requestor's information (UC San Diego department contact)**
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- ❖ You, or your department contact, will then submit a Sponsored Affiliates account request to your Department Security Administrator (DSA). If you are unfamiliar with who the DSA is in your department, you can search here: [DSA Search by Email](#).
 - ❖ Once this Sponsored Affiliates account is set up, General Campus research teams can submit a request to the [ITS Service Desk](#) to create an Active Directory (AD) Account for the individual.
 - ❖ After the Active Directory (AD) account has been established, the General Campus Department Contact will provide the information to the DSA to link it
 - ❖ to the Sponsored Affiliates account.
 - ❖ Health Sciences research teams can communicate a similar request to [Health IS](#) to create an Active Directory (AD) Account for the individual.

- ❖ After the Active Directory (AD) account has been established, the Health Sciences Department Contact will provide the information to the DSA to link it to the Sponsored Affiliates account.

In addition to setting up the accounts, individuals will need to ensure they have an identity protection tool known as Duo Security. You can learn more here: [Two-Step Login](#).