



2

BRICS USER GUIDE

Account Management



CHAPTER 2 - ACCOUNT MANAGEMENT

The Account Management module provides tools for managing individual user accounts, profiles, privileges, roles, and passwords. The module also provides access to the Order Management tool that is designed to help researchers create and/or manage Bio Sample orders.

2.1 Account Management Features

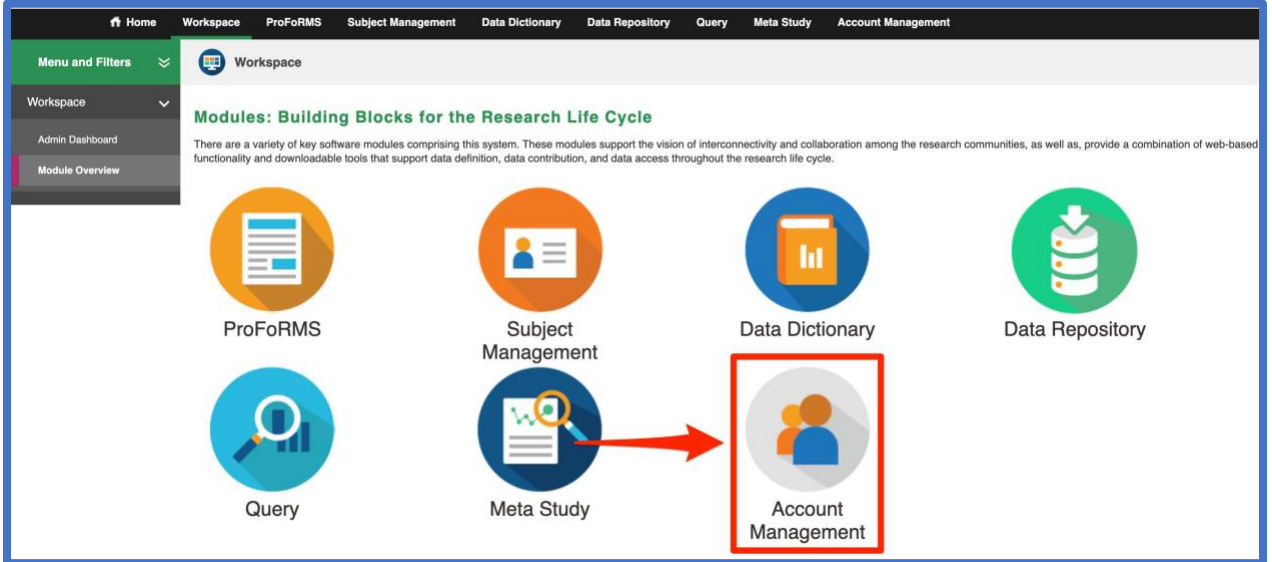
- View My Profile
- Edit My Profile
- Change Password
- Upload Documentation
- Request Additional Privileges

2.2 Module Navigation

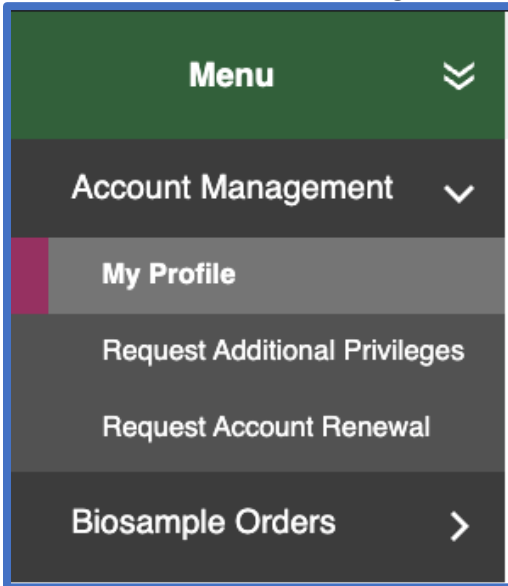
The **Account Administration** tools (including study administration) are available within the Account Management module.

To access the **Account Management** module, perform the following actions:

1. Log into your BRICS instance and select the Account Management module from either the top navigation bar or the module icon.

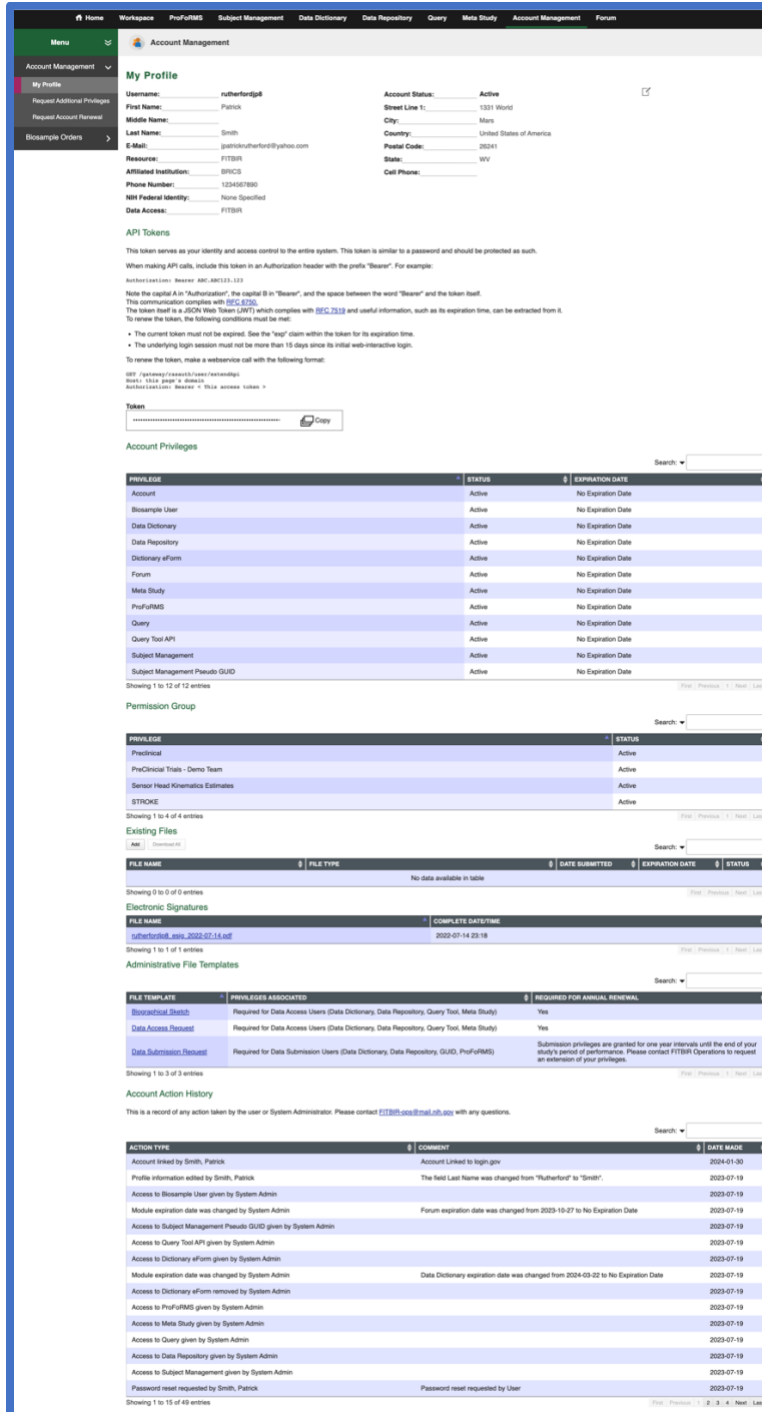


2. Click the **Account Management** menu using the left side menu to navigate through the sub-menus. With the **Account Privileges** available to all users, the following is displayed:



2.3.1 View My Profile

1. Open the **Account Management** module.
2. The My Profile page will display:



My Profile

Username: rutherfordj@brics.gov Account Status: Active

First Name: Patrick Street Line 1: 1231 World

Middle Name: City: Mans

Last Name: Smith Country: United States of America

E-Mail: patrick.rutherford@yahoo.com Postal Code: 20241

Resource: FITBR State: WV

Additional Institution: BRICS Cell Phone:

Phone Number: 1234567890

NHI Federal Identity: None Specified

Data Access: FITBR

API Tokens

This token serves as your identity and access control to the entire system. This token is similar to a password and should be protected as such. When making API calls, include this token in an Authorization header with the prefix "Bearer". For example:

```
Authorization: Bearer B6C-86C133-123
```

Note the capital A in "Authorization", the capital B in "Bearer", and the space between the word "Bearer" and the token itself. This communication complies with [SEC 86C.036](#). The token itself is a JSON Web Token (JWT) which complies with [RFC 7519](#) and useful information, such as its expiration time, can be extracted from it. To renew the token, the following conditions must be met:

- The current token must not be expired. See the "exp" claim within the token for its expiration time.
- The underlying login session must not be more than 15 days since its initial web-interactive login.

To renew the token, make a web-service call with the following format:

```
GET /api/users/renew/token/renewidp/
Host: brics.gov
Authorization: Bearer + YOUR access token +
```

Account Privileges

PRIVILEGE	STATUS	EXPIRATION DATE
Account	Active	No Expiration Date
Biosample User	Active	No Expiration Date
Data Dictionary	Active	No Expiration Date
Data Repository	Active	No Expiration Date
Dictionary of Form	Active	No Expiration Date
Forum	Active	No Expiration Date
Meta Study	Active	No Expiration Date
ProfuRMS	Active	No Expiration Date
Query	Active	No Expiration Date
Query Tool API	Active	No Expiration Date
Subject Management	Active	No Expiration Date
Subject Management Pseudo GUID	Active	No Expiration Date

Permission Group

PRIVILEGE	STATUS
Preclinical	Active
PreClinical Trials - Demo Team	Active
Sensor Head Kinematics Estimates	Active
STROKE	Active

Existing Files

FILE NAME	FILE TYPE	DATE SUBMITTED	EXPIRATION DATE	STATUS
No data available in table				

Electronic Signatures

FILE NAME	COMPLETION DATE/TIME
rutherfordj_2022-07-14.pdf	2022-07-14 23:18

Administrative File Templates

FILE TEMPLATE	PRIVILEGES ASSOCIATED	REQUIRED FOR ANNUAL RENEWAL
Biosample User	Required for Data Access Users (Data Dictionary, Data Repository, Query Tool, Meta Study)	Yes
Data Access Renewal	Required for Data Access Users (Data Dictionary, Data Repository, Query Tool, Meta Study)	Yes
Data Submission Renewal	Required for Data Submission Users (Data Dictionary, Data Repository, GUID, ProfuRMS)	Submission privileges are granted for one year intervals until the end of your study by period of performance. Please contact FITBR Operations to request an extension of your privileges.

Account Action History

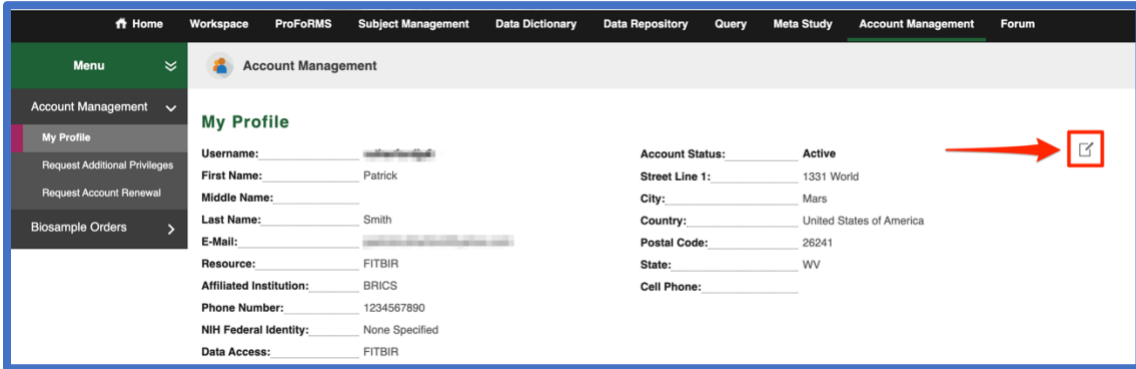
This is a record of any action taken by the user or System Administrator. Please contact FITBR.ecs@mail.nih.gov with any questions.

ACTION TYPE	COMMENT	DATE MADE
Account linked by Smith, Patrick	Account linked to login.gov	2024-01-20
Profile information edited by Smith, Patrick	The last Last Name was changed from "Rutherford" to "Smith".	2023-07-19
Access to Biosample User given by System Admin		2023-07-19
Module expiration date was changed by System Admin	Forum expiration date was changed from 2023-10-27 to No Expiration Date	2023-07-19
Access to Subject Management Pseudo GUID given by System Admin		2023-07-19
Access to Query Tool API given by System Admin		2023-07-19
Access to Dictionary of Form given by System Admin		2023-07-19
Module expiration date was changed by System Admin	Data Dictionary expiration date was changed from 2024-03-22 to No Expiration Date	2023-07-19
Access to Dictionary of Form removed by System Admin		2023-07-19
Access to ProfuRMS given by System Admin		2023-07-19
Access to Meta Study given by System Admin		2023-07-19
Access to Query given by System Admin		2023-07-19
Access to Data Repository given by System Admin		2023-07-19
Access to Subject Management given by System Admin		2023-07-19
Password reset requested by Smith, Patrick	Password reset requested by User	2023-07-19

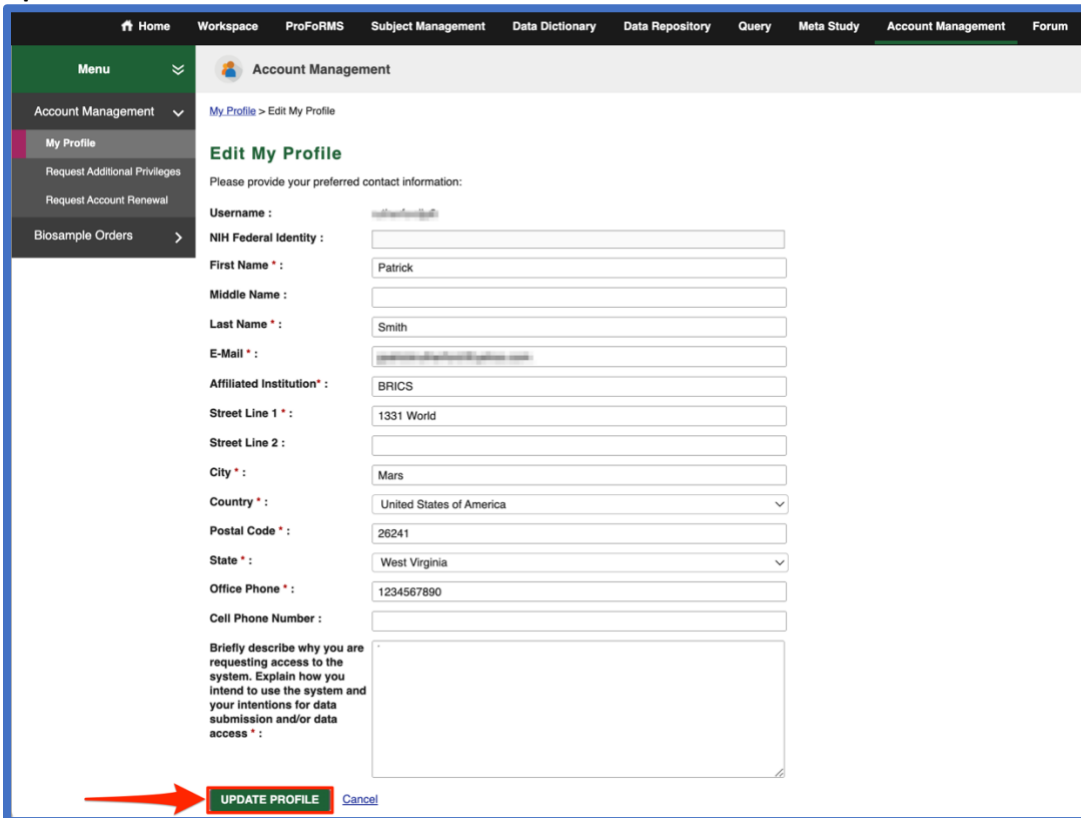
2.3.2 Edit My Profile

When logged into the system, a user's account profile can be changed using the **Edit My Profile** option. To edit your profile, perform the following actions:

1. Log in to the system.
2. Navigate to the Account Management module.
3. Click on the Edit My Profile Icon to display the Edit My Profile page.



4. Enter the profile information you wish to edit including any contact information. Then click the **Update Profile** button.

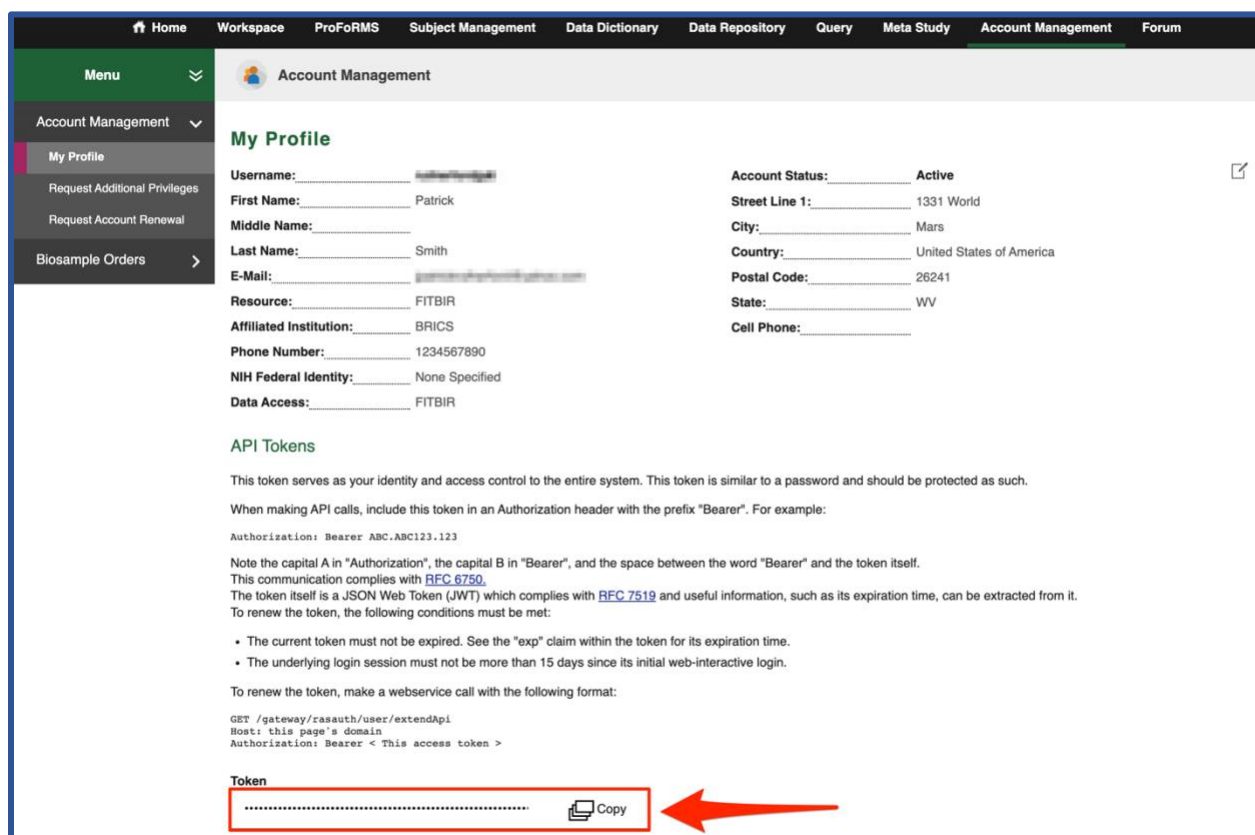


2.3.3 API Token

The API token serves as your identity and access control to the entire system. This token is like a password and should be protected as such. The token updates every ~30 minutes minimum, on every login, and every session update.

Previously the API token was retrieved by making a request to /auth/login with the user's username/password. However, this has now changed:

For users to retrieve/refresh the API token, they will need to log into BRICS and navigate to the Account Management module. The "My Profile" page will load, and the API token can be accessed from there.



The screenshot shows the 'My Profile' page in the BRICS Account Management module. The page is divided into two columns of profile information and a section for API Tokens.

Profile Information:

- Username:** [Redacted]
- Account Status:** Active
- First Name:** Patrick
- Street Line 1:** 1331 World
- Middle Name:** [Redacted]
- City:** Mars
- Last Name:** Smith
- Country:** United States of America
- E-Mail:** [Redacted]
- Postal Code:** 26241
- Resource:** FITBIR
- State:** WV
- Affiliated Institution:** BRICS
- Cell Phone:** [Redacted]
- Phone Number:** 1234567890
- NIH Federal Identity:** None Specified
- Data Access:** FITBIR

API Tokens

This token serves as your identity and access control to the entire system. This token is similar to a password and should be protected as such. When making API calls, include this token in an Authorization header with the prefix "Bearer". For example:

```
Authorization: Bearer ABC.ABC123.123
```

Note the capital A in "Authorization", the capital B in "Bearer", and the space between the word "Bearer" and the token itself. This communication complies with [RFC 6750](#). The token itself is a JSON Web Token (JWT) which complies with [RFC 7519](#) and useful information, such as its expiration time, can be extracted from it. To renew the token, the following conditions must be met:

- The current token must not be expired. See the "exp" claim within the token for its expiration time.
- The underlying login session must not be more than 15 days since its initial web-interactive login.

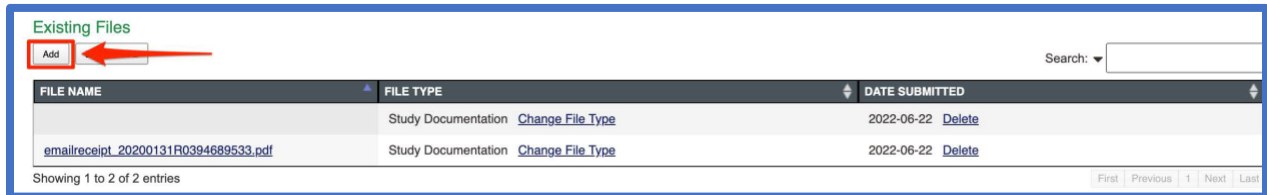
To renew the token, make a webservice call with the following format:

```
GET /gateway/rasauth/user/extendApi
Host: this page's domain
Authorization: Bearer < This access token >
```

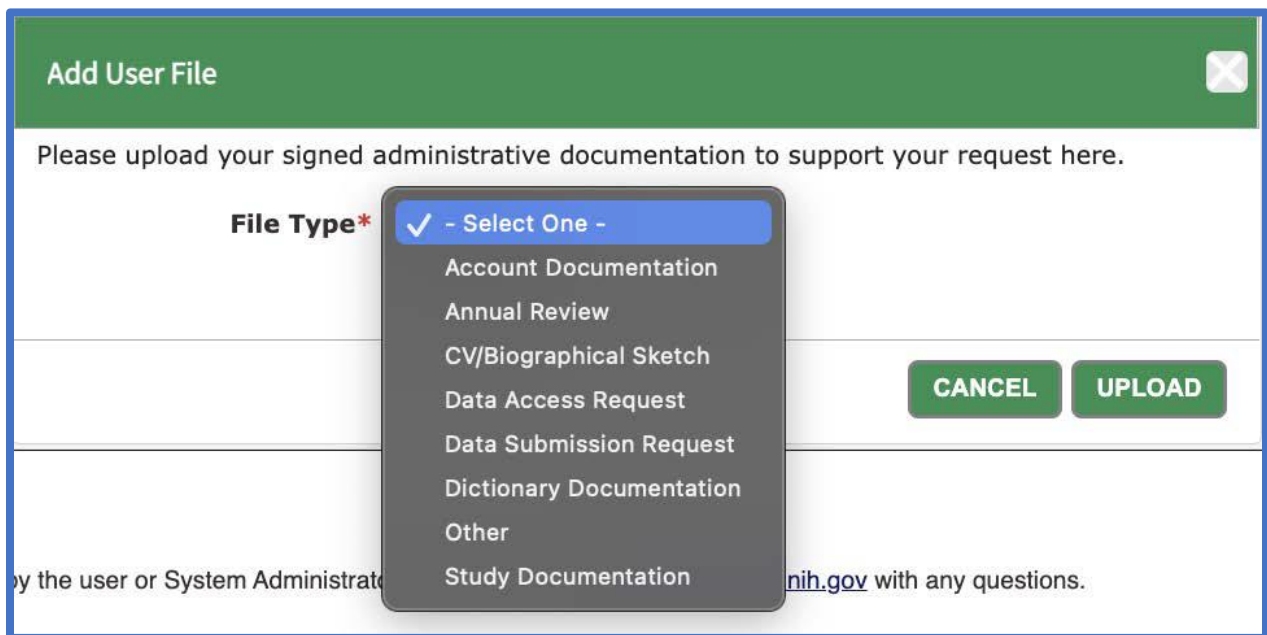
At the bottom of the page, there is a field labeled "Token" containing a redacted token value. A red box highlights this field, and a red arrow points to a "Copy" button next to it.

2.3.4 Upload Documentation

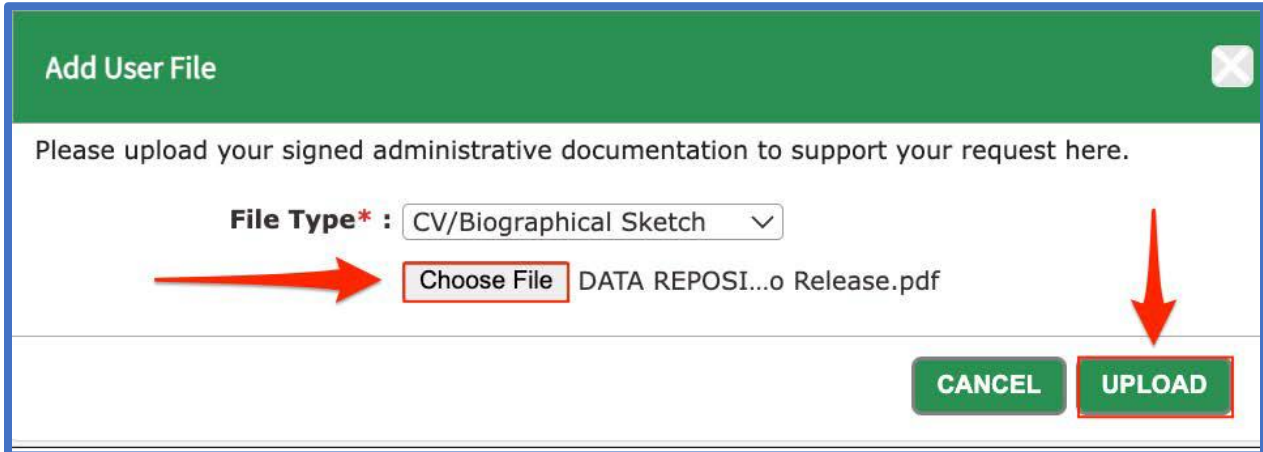
1. Log in to the system.
2. Navigate to the Account Management module. The My Profile page will open.
3. Scroll down the My Profile page until you see Existing Files. Click on the Add button to upload more documentation.



4. Select the **File Type** from the drop-down menu.



5. Click on the **Browse** button to select the documentation from the desired location on your computer and then click the **Upload** button to complete the document upload process.



Add User File

Please upload your signed administrative documentation to support your request here.

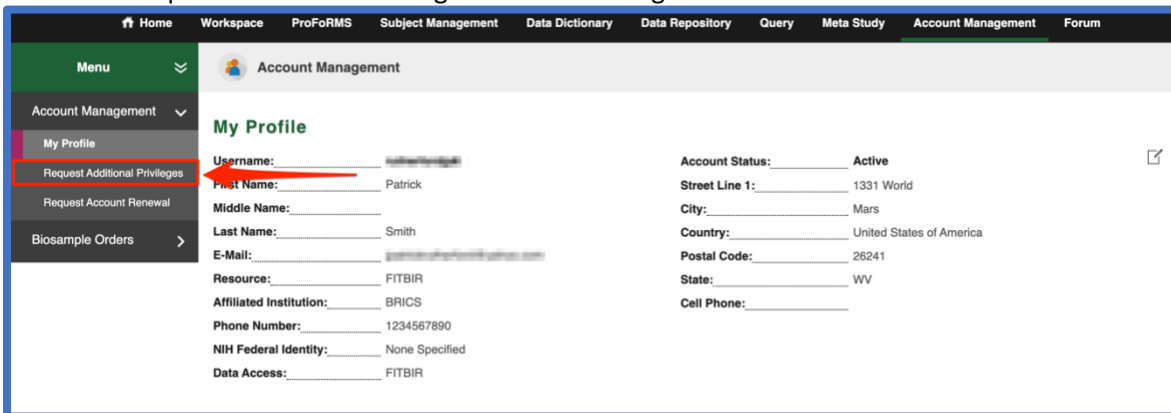
File Type* : CV/Biographical Sketch

Choose File DATA REPOSI...o Release.pdf

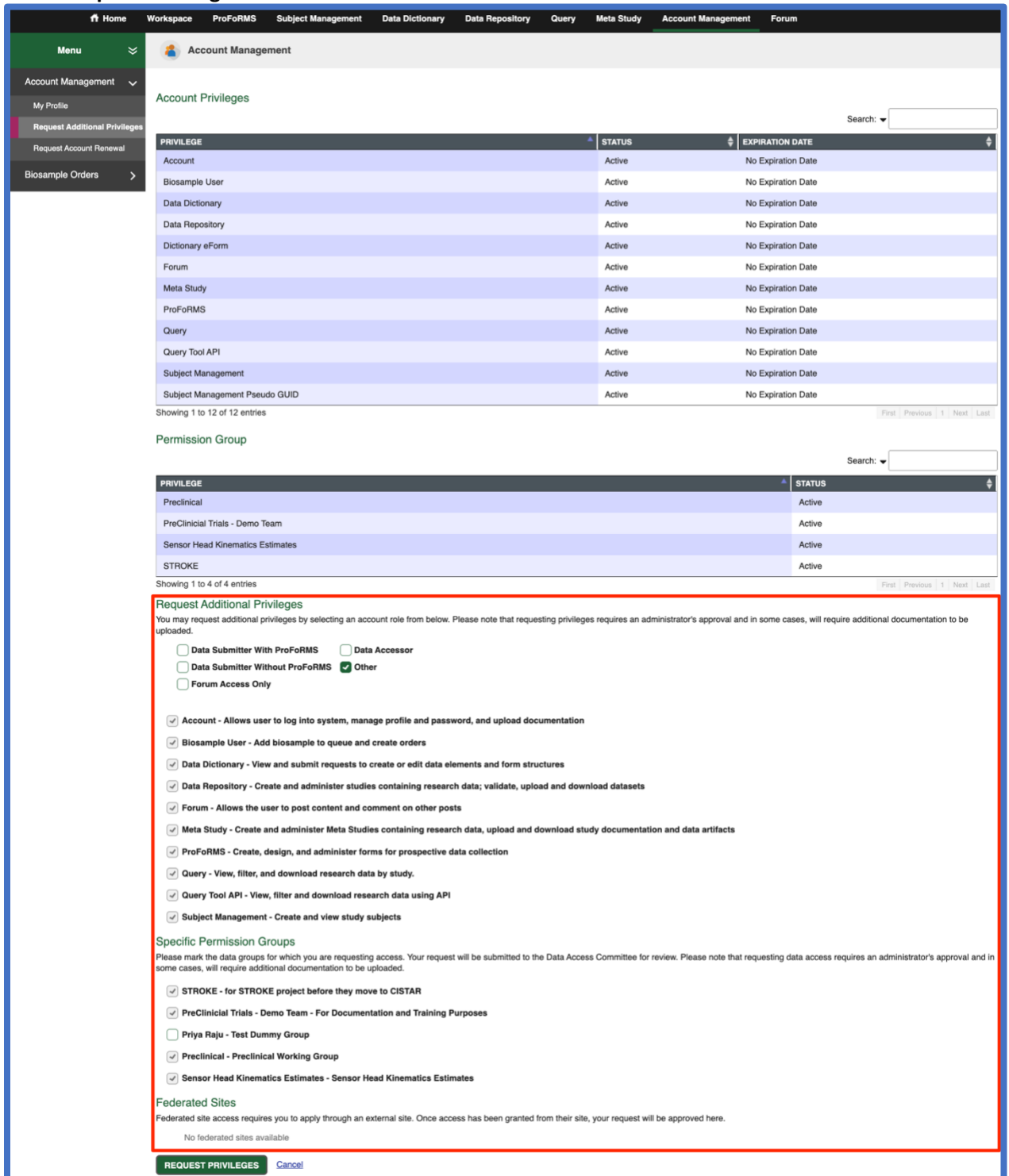
CANCEL **UPLOAD**

2.3.5 Request Additional Privileges

1. Log in to the system.
2. Navigate to the Account Management module.
3. Select the Request Additional Privileges in the left navigation bar.



- Select the desired permission by clicking on the check box beside the specific privilege and then select **Request Privileges**.



The screenshot displays the 'Account Management' section of the BRICS system. It features a navigation menu on the left and a main content area with three tables and a form.

Account Privileges Table:

PRIVILEGE	STATUS	EXPIRATION DATE
Account	Active	No Expiration Date
Biosample User	Active	No Expiration Date
Data Dictionary	Active	No Expiration Date
Data Repository	Active	No Expiration Date
Dictionary eForm	Active	No Expiration Date
Forum	Active	No Expiration Date
Meta Study	Active	No Expiration Date
ProFoRMS	Active	No Expiration Date
Query	Active	No Expiration Date
Query Tool API	Active	No Expiration Date
Subject Management	Active	No Expiration Date
Subject Management Pseudo GUID	Active	No Expiration Date

Permission Group Table:

PRIVILEGE	STATUS
Preclinical	Active
PreClinical Trials - Demo Team	Active
Sensor Head Kinematics Estimates	Active
STROKE	Active

Request Additional Privileges Form:

You may request additional privileges by selecting an account role from below. Please note that requesting privileges requires an administrator's approval and in some cases, will require additional documentation to be uploaded.

Data Submitter With ProFoRMS Data Accessor
 Data Submitter Without ProFoRMS Other
 Forum Access Only

Account - Allows user to log into system, manage profile and password, and upload documentation
 Biosample User - Add biosample to queue and create orders
 Data Dictionary - View and submit requests to create or edit data elements and form structures
 Data Repository - Create and administer studies containing research data; validate, upload and download datasets
 Forum - Allows the user to post content and comment on other posts
 Meta Study - Create and administer Meta Studies containing research data, upload and download study documentation and data artifacts
 ProFoRMS - Create, design, and administer forms for prospective data collection
 Query - View, filter, and download research data by study.
 Query Tool API - View, filter and download research data using API
 Subject Management - Create and view study subjects

Specific Permission Groups

Please mark the data groups for which you are requesting access. Your request will be submitted to the Data Access Committee for review. Please note that requesting data access requires an administrator's approval and in some cases, will require additional documentation to be uploaded.

STROKE - for STROKE project before they move to CISTAR
 PreClinical Trials - Demo Team - For Documentation and Training Purposes
 Priya Raju - Test Dummy Group
 Preclinical - Preclinical Working Group
 Sensor Head Kinematics Estimates - Sensor Head Kinematics Estimates

Federated Sites

Federated site access requires you to apply through an external site. Once access has been granted from their site, your request will be approved here.

No federated sites available

REQUEST PRIVILEGES [Cancel](#)