BRICS

BRICS USER GUIDE

Account Management

CHAPTER 2 - ACCOUNT MANAGEMENT

T he 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
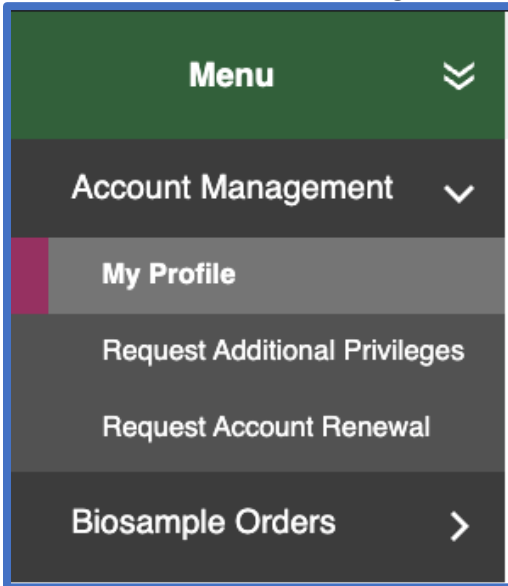- Request Additional Privileges

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.
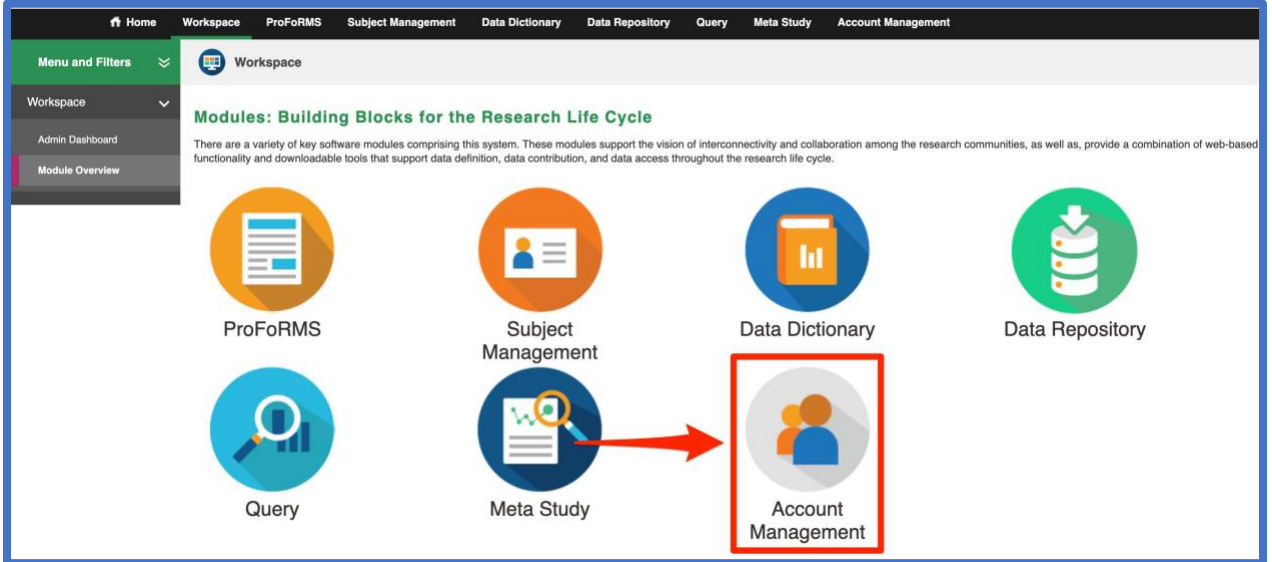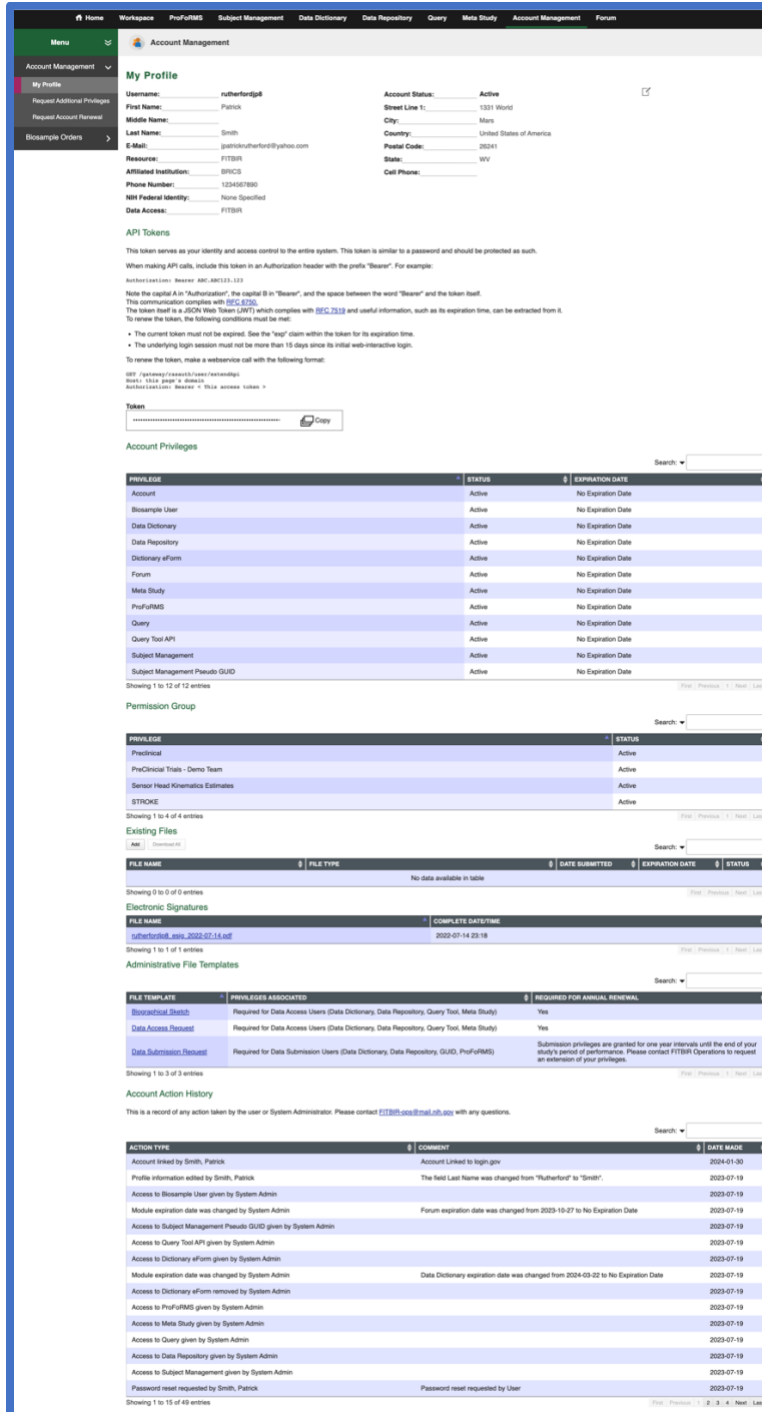

2. Click the **Account Management** menu using the left side menu to navigate through the sub-menus. With the **Account Privileges** available to all users, the following is displayed:

2.3.1 View My Profile

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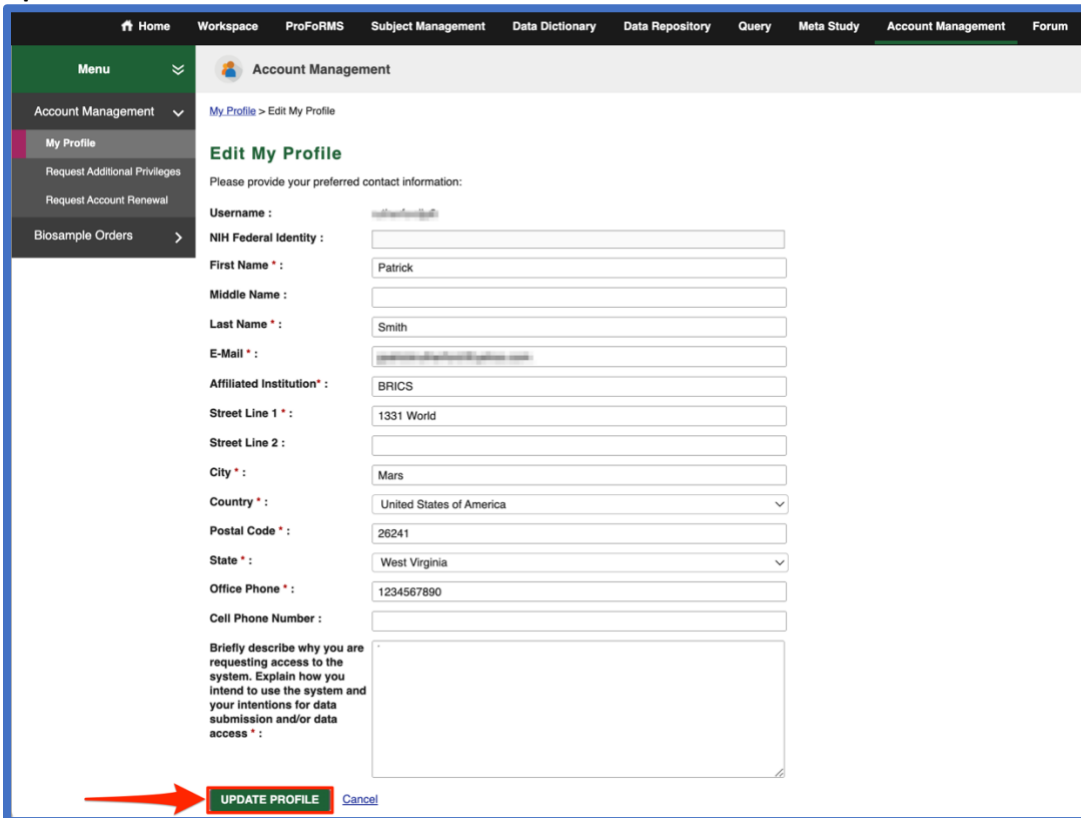2. The My Profile page will display:

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.
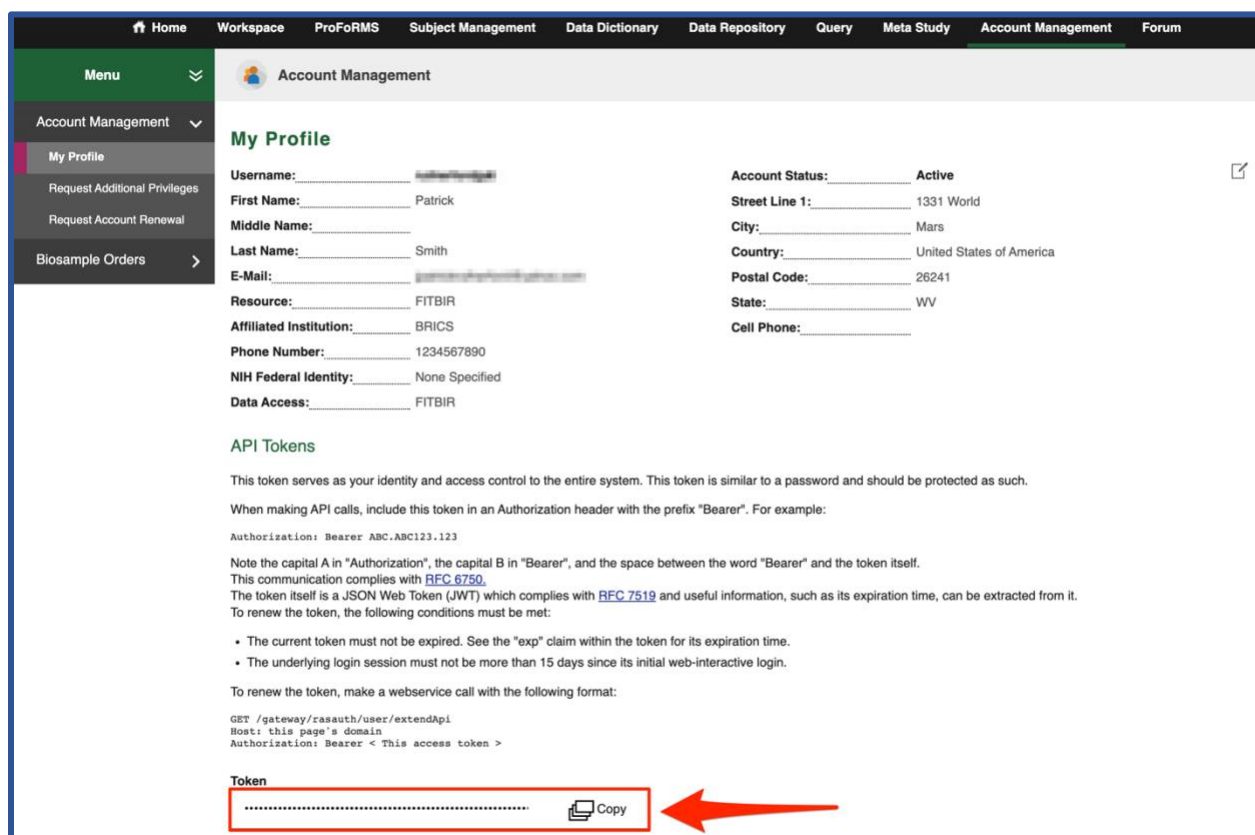
2.3.3 API Token

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.
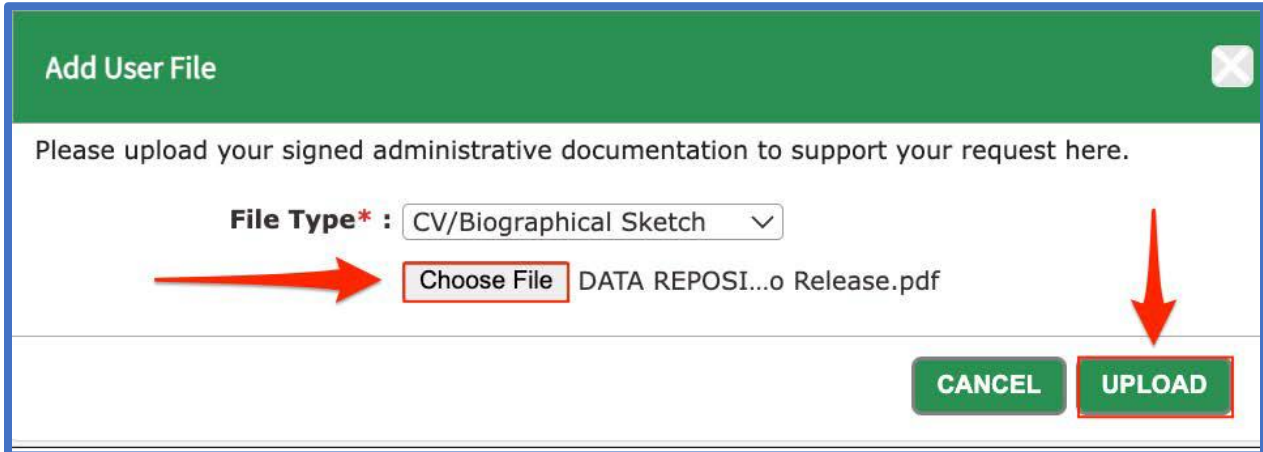
2.3.4 Upload Documentation

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.
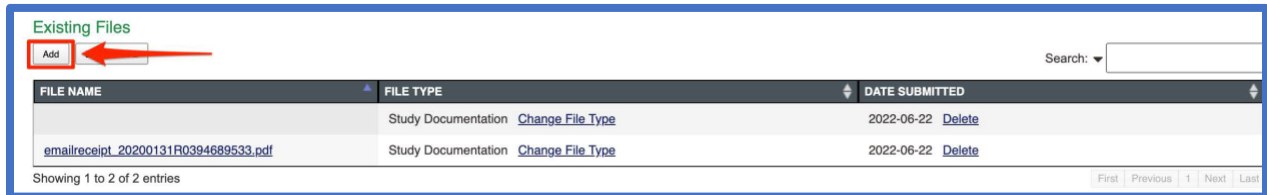
4. Select the **File Type** from the drop-down menu.
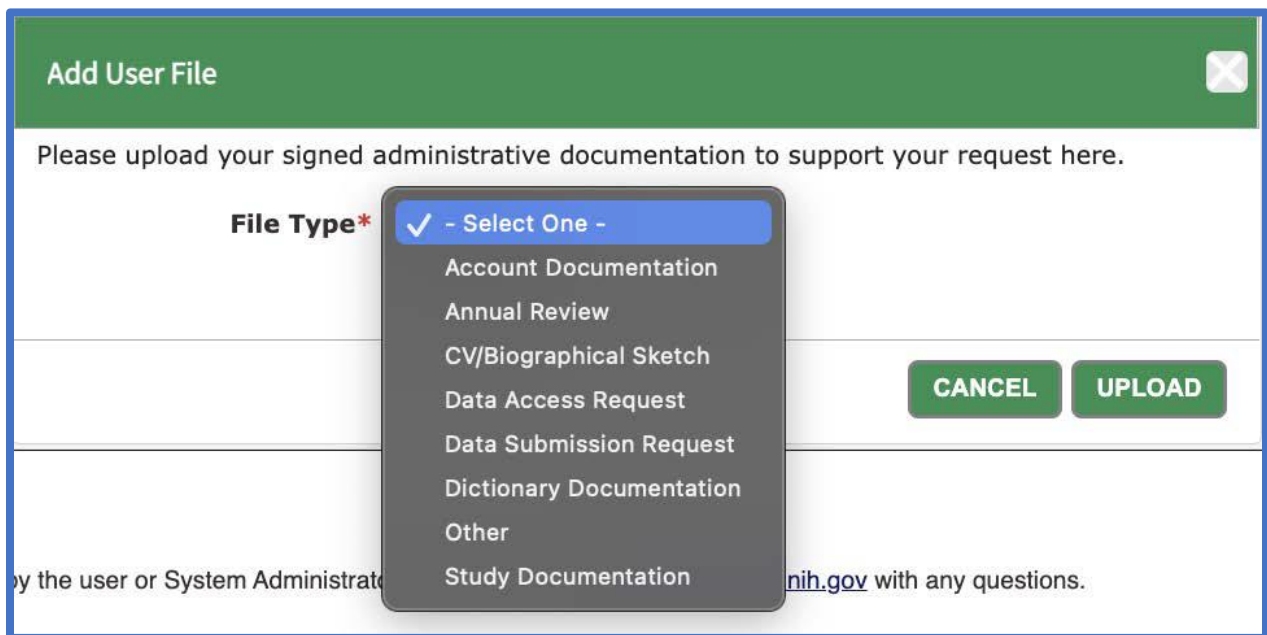
5. Click on the **Browse** button to select the documentation from the desired location on your computer and then click the **Upload** button to complete the document upload process.

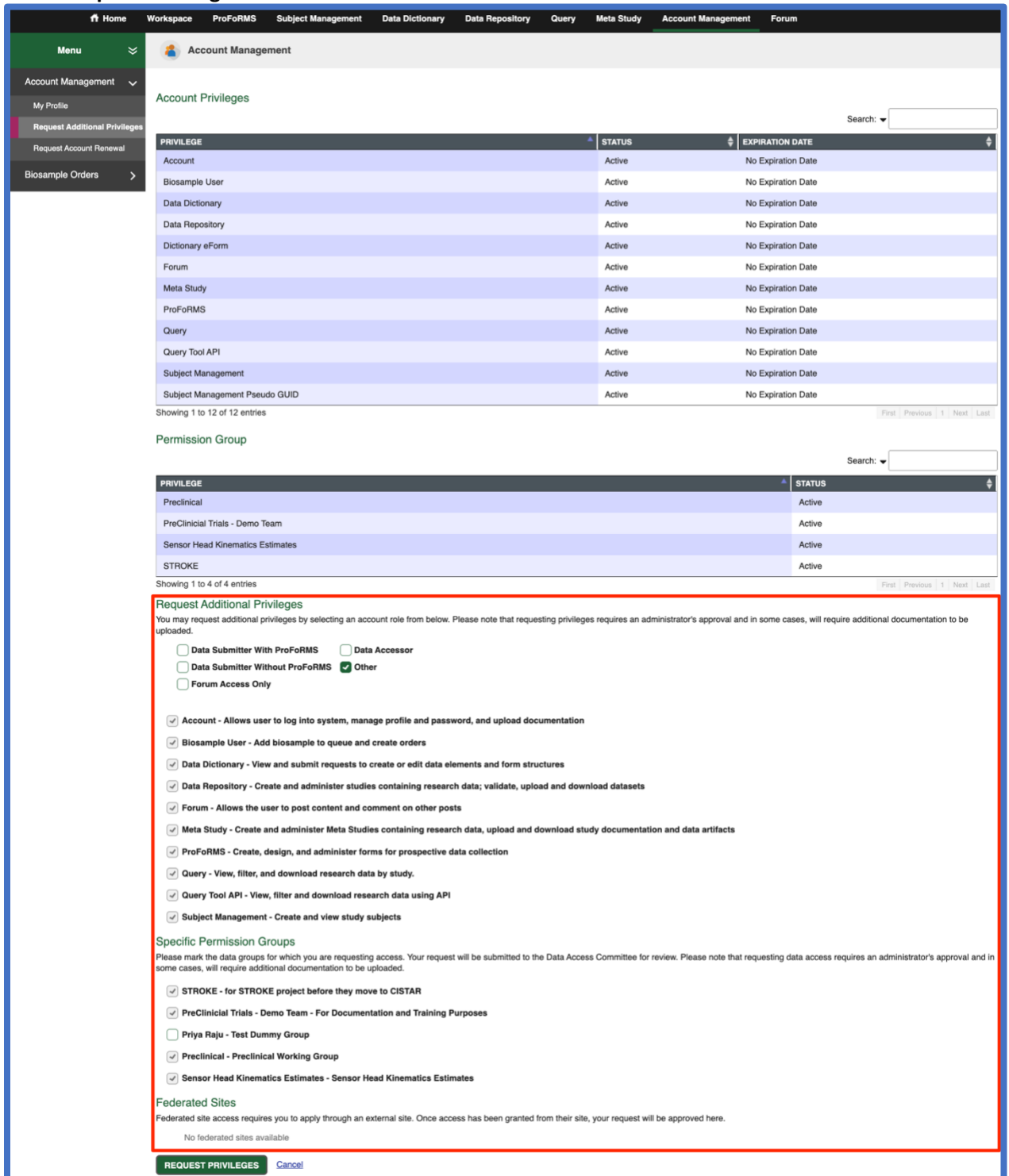## 2.3.5 Request Additional Privileges

1. Log in to the system.
2. Navigate to the Account Management module.
3. Select the Request Additional Privileges in the left navigation bar.
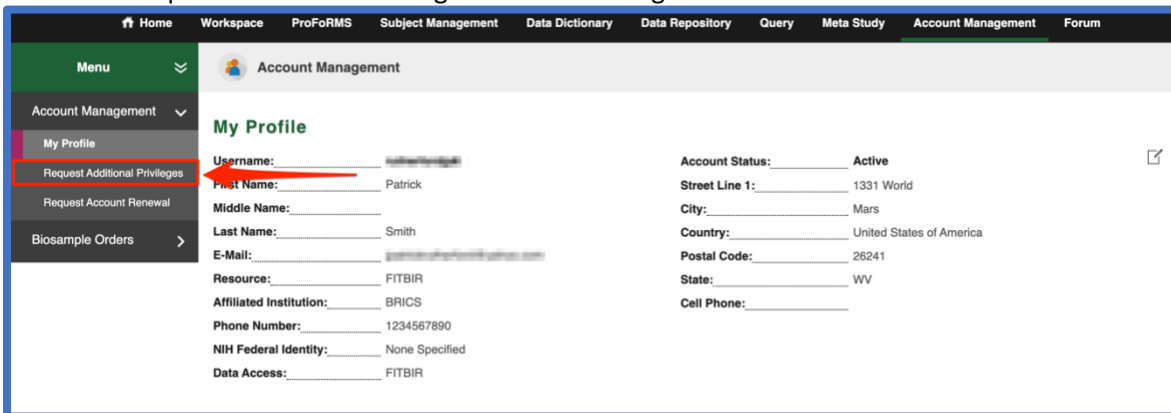
4. Select the desired permission by clicking on the check box beside the specific privilege and then select **Request Privileges.**