RESEARCHER PROFILE

Everyone registered in IRISS will have their own profile page where you can modify your contact information and upload documentation.

1. To view your profile page, click on **Researcher Profile** tab at the top of the page.
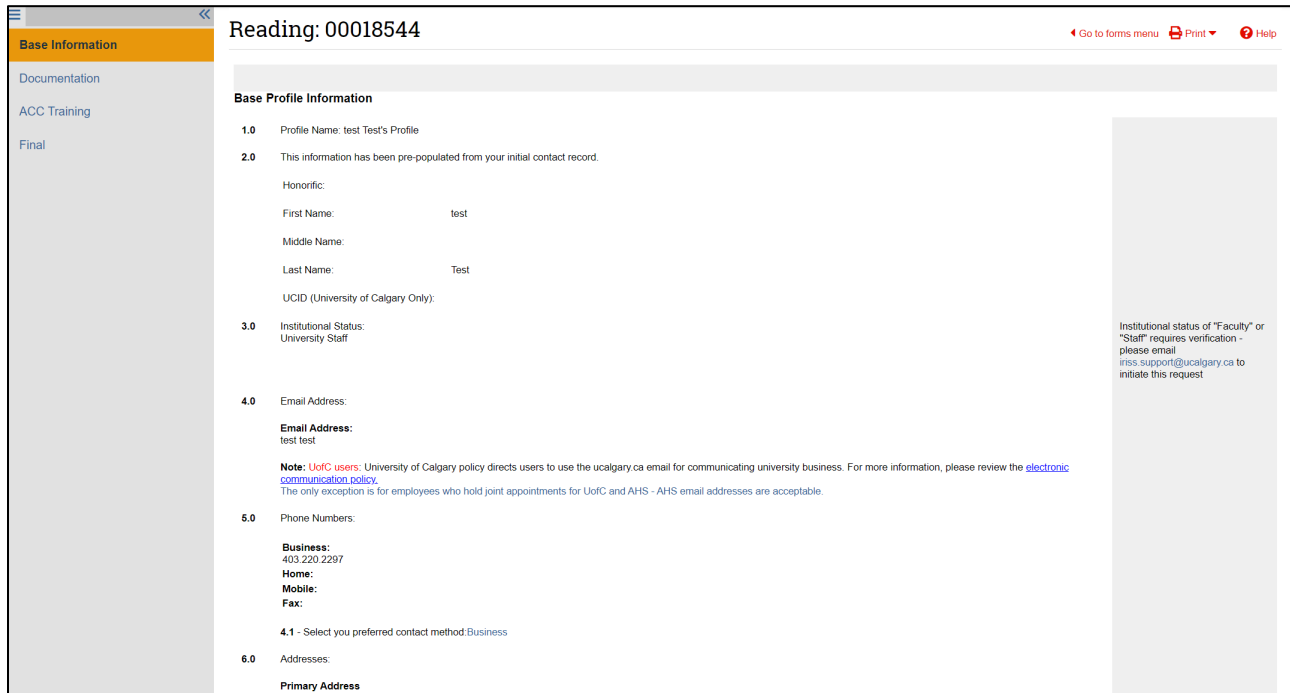
Click here to view your Researcher Profile

2. On your profile page you can, **(1)** Edit your researcher profile **(2)** View the email address and phone number you have in IRISS **(3)** View what roles you have in IRISS **(4)** View committees you are associated with in IRISS **(5)** View the documents you have uploaded in IRISS.
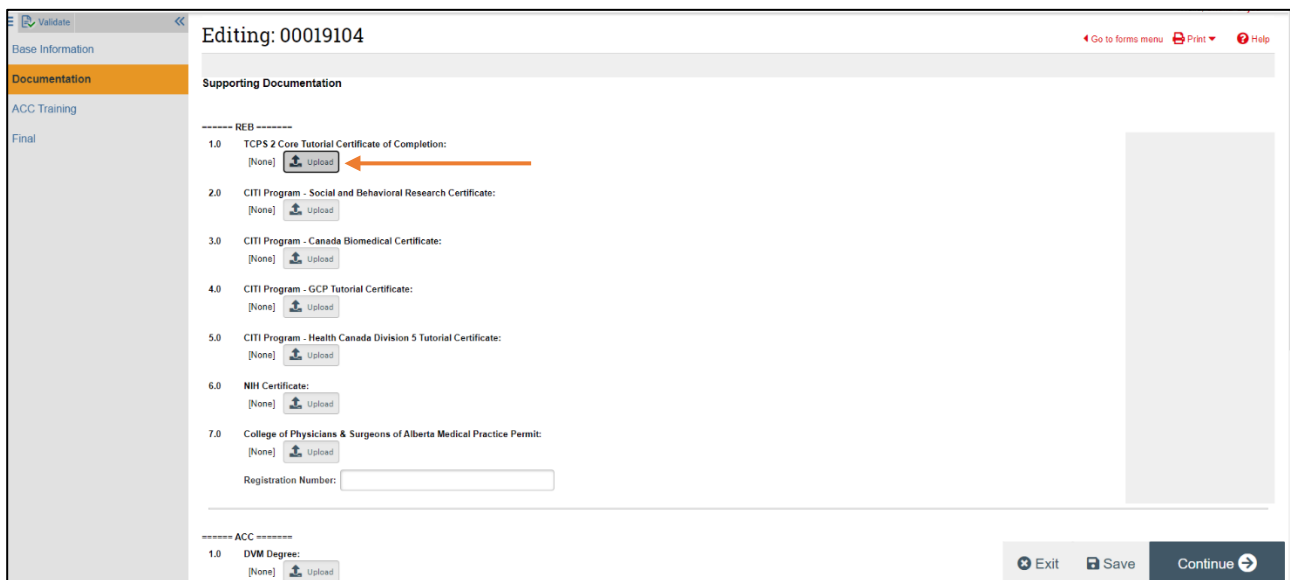
IRISS – Researcher Profile
iriss.support@ucalgary.ca

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EDIT YOUR RESEARCHER PROFILE

1. You can modify your profile name and contact information on '**Base Information**' page.
2. You can move through the profile using the scroll menu on the left hand side

   Click here to navigate between pages of your profile.

3. To add/update documents go to the **Documentation** page. Click on the **Upload** or **Upload Revision** button beside the appropriate section.

4. Once you have updated your profile, click on **Save** then **Exit** at the top or bottom of the page or if you are on the **Final** page, click **Save & Close**.

> **Important!** There are fields in your profile that you cannot edit, such as **UCID**, **Faculty**, or **Department**. If you need something modified on your behalf, contact iriss.support@ucalgary.ca.