# Table of Contents

2 Table of Contents  
3 About This Document  
4 How to Access the Address Book  
5 Address Book Search: IU User ID  
6 Address Book Search: No IU User ID  
7 Adding a New Address Book Entry  
9 Post Submission

---

**Hyperlinks**

The Table of Contents “text” has active hyperlinks. Click to jump to any page in this document.

---

**Return to the Table of Contents button**

There is a “return” button at the bottom of every page to help you return to the Table of Contents.
About this Document

This document provides the instructions on:

- How to Access the Address Book.
- How to search the Address Book
- How to Add a New Address Book Entry.
How to Access the Address Book

How do I access the Address Book to search for someone?

1. Before creating an Address Book entry, you must first perform a search for an existing entry in one of the two address books utilized by KC IRB. You can access the address books on the main KC IRB page on the Non-Employee Lookup, or within a KC IRB protocol electronic document in the Personnel tab.
Address Book Search: IU User ID

KC Protocol > Personnel Tab > Add Person > IU User ID Search

a. Search for individuals using IU User ID first, even if you think the individual may not have an IU username. Click ![search](image) to search for an **IU User ID** (this searches the *IU Address Book* and includes IU students, faculty, affiliates, etc.).
   i. If known, enter username (this is the fastest search)
   ii. If unknown, search by another value using an "*"
   iii. Click **search**
   iv. Click **return value link**
Address Book Search: No IU User ID

KC Protocol > Personnel Tab > Add Person > No IU User ID Search

b. If you do not find the person via IU User ID, search by clicking next to No IU User ID Search (this searches the Address Book).
   i. If known, enter username (this is the fastest search)
   ii. If unknown, search by another value using an "*"
   iii. Click search
   iv. Click return value link

c. If you do not find the person via No IU User ID Search, please refer to the section below on Adding a New Address Book Entry.
Adding a New Address Book Entry

1. After an unsuccessful search for an individual within the Address Book, the following message will appear: ‘Can’t find what you are looking for? Click here to add a new Address Book entry, or contact the System Administrator to add one.’

2. Click on the hyperlink to add a new Address Book entry
Adding a New Address Book Entry

KC Protocol > Personnel Tab > Add Person > No IU User ID Search > Search Results Screen > Address Book

3. Complete as many fields as possible on the resulting Address Book screen. Fields marked with an asterisk (*) are required.
   
   a. Description: Free-text the following: Adding non-IU researcher
   
   b. Email Address: Enter the email of the non-IU researcher
   
   c. First Name: Enter the first name of the non-IU researcher
   
   d. Last Name: Enter the complete last name of the non-IU researcher
   
   e. Organization: Enter the name of the organization, agency or business with whom the non-IU researcher is affiliated. If not known, enter ‘Unknown.’
   
   f. Owned by Unit: Enter the Lead Unit of the Principal Investigator of the project on which the non-IU researcher is participating.
   
   g. Sponsor Address Flag: Enter ‘N’
   
   h. Active: Check this box in order to enable it for searching

4. Click submit

5. Click close
Post Submission Action

KC Protocol > Post Submission

Post Submission Actions

Once an Address Book entry has been submitted, it cannot be edited. Please contact the Human Subjects Office at irb@iu.edu if you need to change any information.