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Overview

An N-number or N-ID is created through the Administrative Information System (AIS) as a way to provide an individual, who does not have an EMPLID, access to our systems in order to fulfill compliance and/or training requirements and track that data in the system.

Accessing Compliance Management

WU students or individuals transferring to WU as new employees must NOT be given an N-Number. Also, WUCA, WUTCCA and WUPI practice affiliates should be entered into HRMS as non-ee profiles as opposed to the use of an N-ID. The following instructions provide a walk-through of the creation process.

Security

In order to manage N-ID’s in AIS from the Compliance Management component the following security roles are required. Access may be requested using the RAS Request Form and submitted to Systems and Procedures for processing.

- Compliance Non WU Appointee Entry (AIS role conversion = RAS Comp Non Empl Ent)
- Compliance Non WU Appointee Update (AIS role conversion = RAS Comp Non Empl Upd)

Navigation

Begin by logging in to AISystem from One.Wustl.edu. Using the Main Menu in the upper left, navigate to Compliance Management > Update Rqmnts & People > Non-WU Entry.

Note: other menu items may vary based on your security access roles.
Creating New Profiles

Initial Steps

Search Existing Profiles: Before entering a new NID, verify there is no existing profile. Search for the person using the Find an Existing Value tab on the search page using the available filters to confirm a profile does not already exist. If there is no existing profile, click on the Add a New Value tab.
Instructions for Creating and Managing N-Numbers for Collaborators

**Entering a New Profile:** On the Non-WU Entry page, enter the identifying information for the profile into the available fields. It is best to obtain the required information regarding their Affiliation, Classification and Primary Department prior to N-ID creation.

![Non-WU Entry Form]

*Fields marked with an * are required. Enter as many details as possible for identification purposes.*
Instructions for Creating and Managing N-Numbers for Collaborators

1. **Name:** Enter the **First Name** and **Last Name** for the person. Once the last name is entered, the system will automatically search through existing N-ID profile records for potential matches, preventing duplicate entries for the same individual. The results only provide matches for the full name that was entered. If no match exists, click the return button at the bottom of the search results page to go back to the Non-WU entry screen.

   **Note:** There may be a match for the individual that you are trying to add.

   Please go through the following list of potential matches and select one from the list, if you think it matches the individual you are adding. If there is no matching employee in the list below, you can go back to the entry page using the Return button at the bottom of this page.

   ![Search Results](image)

   **Text to Search For:** BROOKS

   **Possible Non Employee Matches**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Status</th>
<th>Department Name</th>
<th>More Info</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooks</td>
<td>Christopher</td>
<td>Active</td>
<td>COMPUTER SCIENCE &amp; ENGINEERING</td>
<td>More Info</td>
<td>Update</td>
</tr>
<tr>
<td>Brooks</td>
<td>Darrell</td>
<td>Active</td>
<td>DIVISION OF COMPARATIVE MEDICINE</td>
<td>More Info</td>
<td>Update</td>
</tr>
<tr>
<td>Brooks</td>
<td>James</td>
<td>Active</td>
<td>FACILITIES MANAGEMENT</td>
<td>More Info</td>
<td>Update</td>
</tr>
<tr>
<td>Brooks</td>
<td>Tom</td>
<td>Active</td>
<td></td>
<td>More Info</td>
<td>Update</td>
</tr>
<tr>
<td>Brooks</td>
<td>Tyson</td>
<td>Inactive</td>
<td>HUMAN RESEARCH PROTECTION OFFICE</td>
<td>More Info</td>
<td>Update</td>
</tr>
</tbody>
</table>

2. **Institutional Affiliation:** Choose the Institutional Affiliation for the individual’s home organization. Enter the affiliation code in the field or click the magnifying glass lookup to display the available options, as shown below.

<table>
<thead>
<tr>
<th>Code/Affiliation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000/Barnes-Jewish</td>
<td>Barnes-Jewish Hospital Employees; Goldfarb School of Nursing Employees/Students</td>
</tr>
<tr>
<td>200000/Community Member</td>
<td>Members of the IRB Committee that do not have appointments at WU</td>
</tr>
<tr>
<td>300000/Other Non-University</td>
<td>Students outside of the University, External Collaborators, Community Researchers</td>
</tr>
<tr>
<td>400000/Other University</td>
<td>School of Pharmacy Employees/Students Rehabilitation Institute Employees</td>
</tr>
<tr>
<td>500000/St. Louis</td>
<td>SLU Employees or Students</td>
</tr>
<tr>
<td>600000/St. Louis Children’s Hospital</td>
<td>Children’s Employees</td>
</tr>
<tr>
<td>700000/St. Louis Shriner’s Hospital</td>
<td>Shriner’s Employees</td>
</tr>
</tbody>
</table>
Instructions for Creating and Managing N-Numbers for Collaborators

3. **Classification**: Identify the Classification pertaining to the individual’s role at Washington University. Using the drop down menu, select from the available options shown below.

<table>
<thead>
<tr>
<th>Clinical</th>
<th>Community IRB Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community MBR – Research Team</td>
<td>Consultant</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>Other Research</td>
</tr>
<tr>
<td>PI/CoInvestigator/Collaborator</td>
<td>Student – Not Washington Univ</td>
</tr>
<tr>
<td>Undergraduate Student</td>
<td></td>
</tr>
</tbody>
</table>

4. **Contact Information**: Provide the preferred primary means of contact for the individual.
   - **Address 1**: Enter the preferred home mailing address for the individual here.
   - **Address 2**: Use this field for any box numbers, apartment numbers or mail stops.
   - **Address 3**: Use this field for any additional box numbers, apartment numbers or mail stops.

   *Note: Do not use a WU mailing address for this field.*

   - **City**: Enter the City where their primary address is located.
   - **State**: Enter the State where their primary address is located.
   - **Postal**: Enter the Postal Code where their primary address is located.
   - **Country**: Enter the Country where their primary address is located.
   - **Home Phone**: Enter the primary phone number where the individual may be reached.
   - **Email Address**: Enter the primary personal email address. This need not be a WU issues email account. A personal email account is preferred.

5. **Department Affiliation**: Enter details for the department providing primary affiliation for the individual.
   - **Campus Code**: Identify the campus the individual will be affiliated with:
     - Danforth Campus
     - Medical Campus
     - Both
   - **Campus Box**: Enter the campus box for the primary department the individual will be affiliated with.
   - **Primary Department**: Enter the name/number, or utilize the lookup feature, for the department the individual will be affiliated with.
Instructions for Creating and Managing N-Numbers for Collaborators

Final Steps
Click the Save button on the bottom of the page to generate the N-ID profile. A dialog box, similar to the view below, will generate to display the ID and password for the new N-ID profile. Make sure to share the UserID and Password provided in the display with the individual as this information is required for Wustl Key creation.

Note: Overnight processing is required for access to the new ID. The individual may log in the following business day to create their Wustl Key ID and Password.

All first time users who log in with their N-ID and password will be prompted to select a WUSTL Key and create a new password. The following URL provides instructions for creating a WUSTL Key http://connecthelp.wustl.edu/HowTos/Pages/creatingwustlkey.aspx

Click the Ok button to display the confirmation of N-ID creation, including the last updated date and last updated by details. The profile may not be edited for 72 hours post creation.
Instructions for Creating and Managing N-Numbers for Collaborators

Managing Existing Profiles

Editing Profiles

Existing profiles may be edited at any given point in time. Access AISystem > Main Menu > Compliance Management > Update Rqmnts & People > Non-WU Entry. Locate the individual using the available filters and click on any of the blue links from their result row. Enter the information changes and click Save. The new data will be retained and update the Update On and Updated By fields located at the bottom of the page. The changes will process overnight to downstream systems.
Instructions for Creating and Managing N-Numbers for Collaborators

Profile edits are necessary in the following instances:

- The individual obtains a new email or physical mailing address.
- The individual’s classification changes
- The individual’s institutional affiliation changes
- The individual’s department affiliation changes.

The sponsoring department is responsible for updating all details on the profile for their affiliated individuals, with the exception of the Name field. Only those with the elevated security access may edit the Name fields. At the current time, this falls exclusively to a single individual.

To Edit the Name Fields, click on the yellow **Edit Name** box. Enter required changes for First Name, Middle Name and/or Last Name. Click Save to process the change. The new data will be retained and update the Update On and Updated By fields located at the bottom of the page. The changes will process overnight to downstream systems.
Instructions for Creating and Managing N-Numbers for Collaborators

Managing Activation Statuses

Organizations, such as ours, experience frequent movement of individuals from one affiliation to another. At times an affiliate may become and employee or vice-versa. To manage the Activation Status, access AISystem > Main Menu > Compliance Management > Update Rqmnts & People > Non-WU Entry. Locate the individual using the available filters and click on any of the blue links from their result row.

Activate Profile: When an individual, who was previously affiliated with the Washington University, returns to the same or other affiliation the profile needs to be activated. Locate the Status field, select Active from the dropdown menu and Save to activate the profile.

De-activate Profile: Once an individual’s affiliation with Washington University ends though, the N-ID profile should be marked as Inactive. Locate the Status field, select Inactive from the dropdown menu and Save to de-activate the profile.

Note: The Active/InActive status may be changed at any time by the affiliated department staff responsible for maintaining their N-ID’s.

Support Information

If you have any questions regarding creating or updating N-ID’s, please contact your department representative responsible for these profile types. For WUSTL Key password assistance, please contact the Systems and Procedures help desk at SAP.wustl.edu or 935-5707.