

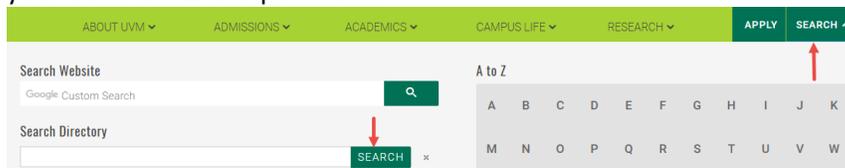
## UVM Students Conducting Research at UVM/UVMMC

### This applies to UVM Students only

Students who will be involved in the conduct of a research protocol at UVM or UVMMC will be required to use our electronic protocol submission system, UVMClick. To log into the system, we must create a profile for each student. To be provided access here are the steps:

#### Step 1

Navigate to <https://www.uvm.edu> - UVM Directory listing and click SEARCH under the “Search Directory” entry. Find your name (no need to enter a value). Depending on your current login status, you may be asked to Login with your UVM NetID and password.



#### Step 2

Click the hyperlink on the right side of the screen next to your name that says, “Update My Directory Information.” Depending on your current login status, you may be asked to Login with your UVM NetID and password.

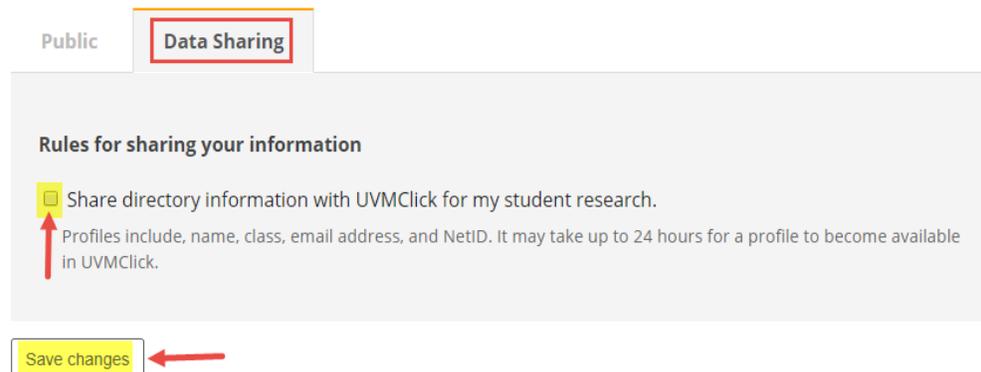


#### Step 3

Click the tab called “Data Sharing”

#### Change my UVM directory information

Here you can change some of the information displayed about you in UVM's searchable directory of people, and used in computing systems that show information about you.



**Step 4**

Click the checkbox next to “Share directory information with UVMClick for my student research”

**Step 5**

Click “Save Changes” button.

**NOTE:** Once done, the student profile will automatically be added to UVMClick and be available for selection as a study team member within 48 hours. Be sure to either go back and edit your new protocol submission and add the student or submit a modification to the protocol adding them to the study team. Ensure all CITI training as been completed prior to submission.