Coeus Quick Guides:

**How do I allow other individuals listed on my research protocol access to log on to COEUS and enter or view protocol information? There are 4 steps in this process**

Access Permission has different roles and are assigned different names: Aggregator allows “complete access” to the IRB protocol. Protocol Viewers allows “View” only

1) To add Aggregators and/or Viewers select Add User. The following screen will appear.
2) Go to User Name, enter the last name of the Investigator with an * on both sides of the Name (*Binghamton* this is known as a wild card).
3) When the name appears double click the name and it will appear on the Aggregate list.

4) Follow procedures above for adding individuals to “Protocol Viewer”