

How to Request Access to Kualii Protocols

Some groups (like undergraduate students) aren't included by default in the researcher database and won't have access to Kualii Protocols until they are added. If you cannot find someone in the person lookup of an IRB or IACUC protocol submission, please add them as External Personnel and include a note that they are CSU-affiliated.

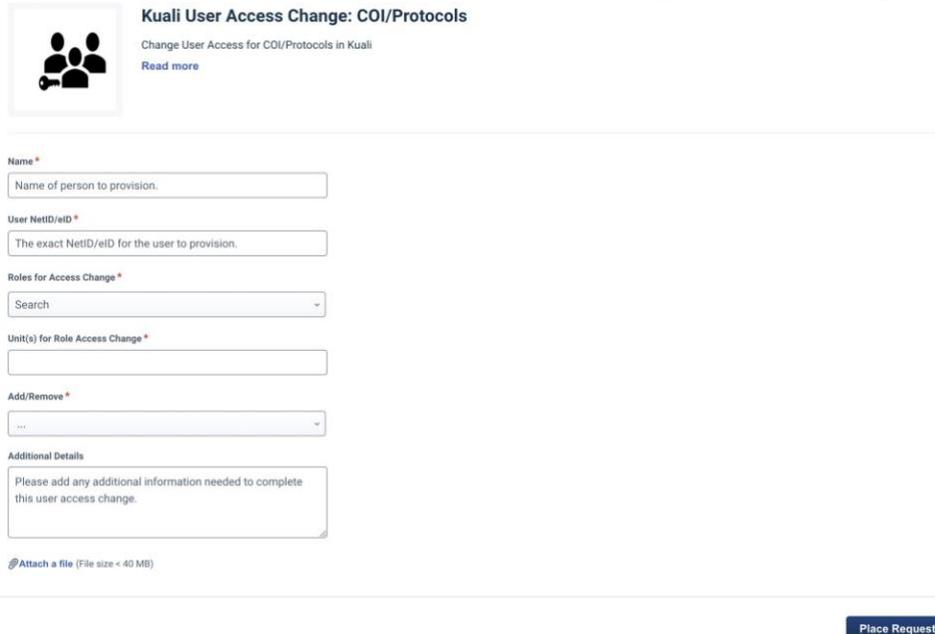
A service ticket will need to be submitted to CSU Research Information Technology using Freshworks

1) Navigate to the Freshworks service ticket portal for the Kualii User Access Change:

<https://vprservicesdesk.freshservice.com/support/catalog/items/69>

2) Log in using your CSU eID and password

3) Complete the required fields and place the request



Kualii User Access Change: COI/Protocols
Change User Access for COI/Protocols in Kualii
[Read more](#)

Name*
Name of person to provision.

User NetID/eID*
The exact NetID/eID for the user to provision.

Roles for Access Change*
Search

Unit(s) for Role Access Change*

Add/Remove*
...

Additional Details
Please add any additional information needed to complete this user access change.

Attach a file (File size < 40 MB)

Place Request

4) Updates will be sent to the requester via email. Once the service ticket is completed and the individual is added to Quali, they can be added to the protocol by the Researcher.