How to Request Access to Kuali Protocols

Some groups (like undergraduate students) aren't included by default in the researcher database and won't have access to Kuali 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 Kuali User Access Change:

https://vprservicedesk.freshservice.com/support/catalog/items/69

2) Log in using your CSU eID and password

3) Complete the required fields and place the request
4) Updates will be sent to the requester via email. Once the service ticket is completed and the individual is added to Kuali, they can be added to the protocol by the Researcher.