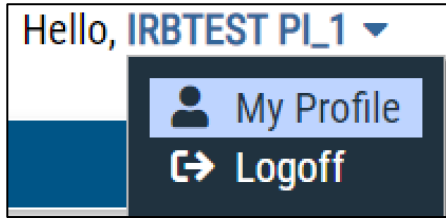


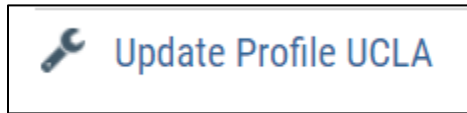
**BruinIRB Quick Reference Guide: Updating Your Contact Information and Profile
in BruinIRB (04/2021)**

Updating Your Contact Information

1. After logging into [BruinIRB](#), locate your name on the upper right hand side. Then click on **My Profile** to go to your contact information section.



2. Then click **Update Profile UCLA**.



3. Provide or update your:
 - Name (Note: you are now able to change/update your name via this process)
 - Email Address
 - Telephone number

A screenshot of the "Update Profile UCLA" form. The title "Update Profile UCLA" is in a blue header. Below are four numbered fields:

1. * First Name: A text box containing "IRBTEST".
2. Middle Name: An empty text box.
3. * Last Name: A text box containing "PL_1".
4. * E-mail: An empty text box.

4. Click on the **OK** button to save your information.