AOPs Access & General Information
AOPs Access

- Navigate to: aops.northwestern.edu
- Requires an NU NetID and password
- You must be listed on an IACUC protocol to login
AOPs - General Information Continued

- Chartstring – for new protocols or to update a chartstring on an existing protocol, continue to email the information to: ccmbusinessoffice@northwestern.edu
Login to AOPs

- Navigate to: aops.northwestern.edu
- Use your NetID and password to access the system
Invoices (Protocol Bills)
Invoices (Protocol Bills)

- PIs and their designated proxies will view protocol bills within AOPs, they will no longer be sent via email
- Historical protocol bills that are generated by AOPs will be viewable to PIs and their designated proxies
- Protocol bills prior to February 2018 will not be available in AOPs
- The PI or PI Proxies must grant permission to lab members to view the Protocol Bills through the Study Staff Update feature. Please refer to the Study Staff Set-up slides
Viewing Invoices (Protocol Bills)

- Select the Protocols Tab
- To view a protocol bill, select the desired protocol from the list
Viewing Invoices (Protocol Bills)

- Within the workspace, select the ellipses ("…") icon for additional menu options.
- Select "Invoices"
Viewing Invoices (Protocol Bills)

- Within the workspace, select the desired invoice to view
Viewing Invoices (Protocol Bills)

- A summary of expenses appears in the next workspace
- Click on the blue highlighted link next to “Invoice” to obtain a PDF of the bill
Logoff from AOPs
Logoff from AOPs

➢ Click on your name in the upper right hand corner
➢ Select “Logoff” from the dropdown menu that appears
AOPs Support
AOPs Support

Send emails to:

CCM_AOPS_support@northwestern.edu