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
Study Staff Set-up

- Allows a PI to define what each member listed on a protocol will be able to do within AOPs
- PI will define the following:
  - Who is able to submit animal orders
  - Who will receive notifications from AOPs
  - Who will receive health report notifications from AOPs
  - Who will be able to view Invoices (Protocol Bills)
Study Staff Set-up

- Select the Protocols Tab
- Select the desired protocol to modify access for study staff
Study Staff Set-up

➢ Select “Edit Protocol Team” on the left-side frame
Study Staff Set-up

- Another window appears
- Click the “Update” button next to the protocol team member that needs to be updated.
Study Staff Set-up

- Another window appears
- Make desired changes by selecting the radio button after each question
- Click “OK” when done in the window displayed below. Click “OK” when done in the window displayed on the previous slide.
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

Send emails to:

CCM_AOPS_support@northwestern.edu