![AAHRPP logo] Association for the Accreditation of Human Research Protection Programs, Inc.®

Instructions for Navigating the Online Accreditation Management System (OAMS)

BILLING CONTACT
READ-ONLY USER

Version:
May 14, 2025

Introduction

VISION

The Online Accreditation Management System (OAMS) is an initiative that reflects AAHRPP's significant investments to enhance the ease and efficiency of the accreditation process and strengthen AAHRPP's relationships with our stakeholders. We want to make it as simple as possible for people to turn to AAHRPP—with questions, for helpful resources, and to apply for accreditation or reaccreditation.

OAMS will provide features for AAHRPP-accredited organizations and those in the midst of the accreditation process. Our OAMS will be your one-stop shop for all things related to your accreditation or reaccreditation application. Sign in and:

- You will be able to work on your application, save your progress, and return later to pick up where you left off.
- Your documents will be easy to find and access.
- If you're seeking reaccreditation, fields for information already on file with AAHRPP will be pre-populated (for Application Contacts and Organizational Officials).
- A personalized dashboard will make it easy to track your progress. With one glance, you will know which sections of your application are complete, the tasks that remain, and their due dates.

A PHASED APPROACH

The initial phase of rolling out OAMS introduces functionality related to general profile information of your organization and its key contacts. Shell accounts have been created for every existing AAHRPP-accredited organization as of May 2025. Application Contacts are invited to log into their user account, edit basic information, and invite other users to access the organization account.

If you don't know who your organization's Application Contact is or have other questions, reach out to AAHRPP Help Desk.

We are grateful for the opportunity to share this platform with you, and we look forward to our next phase of the roll-out process. Thank you for your support of AAHRPP!

HELP DESK

Our team stands ready to assist you as you navigate OAMS. If you have any questions, encounter technical difficulties, or simply have a helpful suggestion, please reach out to us at helpdesk@aahrpp.org .

You can also find our resource webpage for the OAMS here:
https://www.aahrpp.org/resources/for-accreditation/additional-resource/online-accreditation-management-system

⚠ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

1

Getting Started

INVITATION EMAIL

The first step in gaining access to OAMS is to **verify your email address**. In your primary work email inbox, look for an email from **no-reply-oams@aahrpp.org**, similar to the one below.

> You've been invited to set up a user account in the AAHRPP OAMS (Online Accreditation Management System).
>
> An existing user has sent you an invitation to log into OAMS. Click the link below to get started.
>
> **Set Password**
>
> This is a no-reply email. If you have any questions, please visit our Contact Us page or email helpdesk@aahrpp.org.

SET PASSWORD

Clicking on the link in the verification email will open a new browser to **set a secure password** for your account. Once a secure password has been set, you are ready to sign in.

SET YOUR PASSWORD

You have been invited to create an account within OAMS. In order to continue, please provide your name and create a password.

First Name

Last Name

Create your password
(Your password must be between 8 and 16 characters and must not contain spaces)

Confirm your password

SET PASSWORD

SET YOUR PASSWORD

Your password has been set. Click here to sign in.

⚠️ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

SIGN IN

To log into your OAMS account, enter your primary work email address and the password you created on the **sign in page**: **https://oams.aahrpp.org/sign-in**.

WELCOME
to the AAHRPP Online Accreditation Management System (OAMS)!

Email Address*

Password*

Request an account   Forgot your password?

SIGN IN

FORGOT YOUR PASSWORD

On the sign in page, click Forgot your password to **set or reset your password** for your OAMS user account. **Enter your Primary Email Address** and submit the form.

FORGOT YOUR PASSWORD?
Please enter your email associated with your account.

Your email

SEND PASSWORD RESET LINK

In your primary work email inbox, look for an email from **no-reply-oams@aahrpp.org**.

You have requested a password reset for your OAMS account.

Click the link below to get started.

Reset Password

This is a no-reply email. If you have not initiated this request, please visit our Contact Us page or email helpdesk@aahrpp.org.

⚠ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

Clicking on the link in the verification email will open a new browser to **set a new secure password** for your account.

RESET YOUR PASSWORD

Enter new password

Confirm new password

Reset account password

Once a secure password has been set, you are ready to log in on the **sign in page**:

https://oams.aahrpp.org/sign-in

Inside Your User Account

DASHBOARD

After logging in, you will be directed to the dashboard for your organization. This page will be a central hub for updates and action items related to your organization's AAHRPP accreditation, available in future phases of the OAMS roll-out.

Account Profile

Using the left-side navigation panel, navigate to the Account Profile to view and edit your contact details, username, and password.

Users whose roles have administrative permissions can view and edit the organization's general information.

By entering your information directly into OAMS, you will be able to keep your AAHRPP account up to date with no additional forms or emails to submit.

MY PROFILE

In My Profile, you can review and **update your contact information**.

Once you've filled out fields in the form, be sure to scroll to the bottom of the page to save your changes.

UPDATE MY PROFILE

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4

MY EMAILS

From the My Emails page you can manage the email addresses associated with your user account. Anyone with access to your organization's OAMS account can view the email addresses you add on this page.

Your **Primary Email Address** is the email you enter on the sign in screen as a username. This is typically your work email address and cannot be from a domain like Gmail.

Your **Alternate Email Addresses** are those email addresses that you use for AAHRPP-related correspondence. For example, you could add a general inbox to be listed as a backup email address (e.g., hrpp@institution.org).

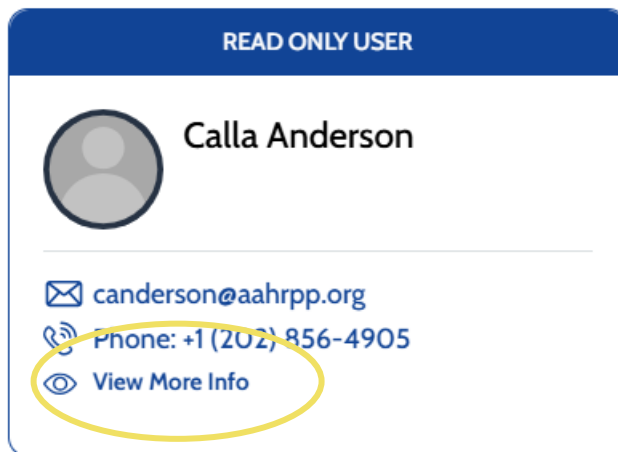| Changing or Adding Email Addresses |
|---|
| To change your Primary Email Address, or add a secondary or tertiary email address, complete the form fields in the My Emails tab and submit. |
| Check the inbox of the corresponding email address for a verification email. |
| Primary Email Address
Please click the link below to verify your email address for your OAMS account:

Verify Email

Or enter this passcode in your account profile:

GJEYEXQT

This is a no-reply email. If you did not make this request, please visit our Contact Us page or email helpdesk@aahrpp.org. |
| Alternate Email Address
Please click the link below to verify your email address for your OAMS account:

Verify Email

This is a no-reply email. If you did not make this request, please visit our Contact Us page or email helpdesk@aahrpp.org. |
| Click the link in the email and follow instructions in the browser or copy and paste the code into the field in your OAMS account. Refresh your browser.

The email address will not be confirmed until the verification process has been completed. |

MY PASSWORD

Changing your password from the My Password page requires that you enter your current password into the form. **If you cannot enter your current password, please contact us for assistance.** Once you've created your new secure password and completed the Manage My Password form, click Change Password. If the update was successful, the page will display a confirmation.

⚠ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

Contacts

Using the left-side navigation panel, navigate to Contacts to view the individuals associated with your organization's account, including the roles of each OAMS user.

Contact cards are arranged in the list according to roles.

One user can be assigned to multiple roles. For example, the same user can be both the Application Contact and the Billing Contact.

Click **View More Info** on the contact card to see the profile information of the individual assigned to a given role.

USER ROLES

There are five roles within OAMS to help you organize users associated with your organization's account:

Application Contact*	The point person for your organization's AAHRPP accreditation
Alternate Contact*	An alternate point person to the Application Contact
Billing Contact	The point person for AAHRPP fees
Organizational Official*	The person who has overall responsibility for the HRPP or delegate
Read-Only User	An individual who can view your organization's OAMS account but is unable to edit details

Roles with administrative editing permissions

Users with administrative permissions can assign or reassign an OAMS user to a role in your organization's Contacts.

The OAMS includes a Read-Only User role for organizations to be able to give individuals other than the Application Contact, Alternate Contact, Organizational Official, and Billing Contact access to the system to look at information.

Read-Only Users and Billing Contacts cannot make edits to information in the OAMS besides their own profile.

⚠ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

Existing Users & New Contacts

<u>An individual who already has a contact card</u> in your Contacts can sign into their OAMS user account only after an invitation is sent from a user that has administrative permissions.

<u>An individual who is not shown in your Contacts</u> can create an OAMS user account only after an invitation is sent from a user that has administrative permissions.

The invited individual will receive a verification email in their primary email inbox and must go through the steps listed in the Getting Started section above in order to sign into OAMS.

DELETING USERS

In the event that an OAMS user is no longer needed in your organization's account, users with administrative permissions can remove their access and delete their contact card.

> If all contacts with administrative editing permissions cannot log into OAMS, and roles need to be reassigned, please contact us at helpdesk@aahrpp.org.

⚠ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

7