This guide describes how to update a study Guest List in the Huron IRB system. Guests have the ability to view studies they are associated with. Guests can be added to a study in any state (status). Guests are limited to persons with a UCF NID.

Follow the steps below to assign a primary contact:

1. On the IRB tab, select the All Submissions tab and select or search for your study. Click the study name to display the Study Workspace.

   ![Filter by Help button for quick search tips, including the wild card search using the “%” sign.](image)

   **Note:** Click the Filter by Help button for quick search tips, including the wild card search using the “%” sign.

2. On the Study Workspace, select the Manage Guest List activity.

3. In the Manage Guest list dialog box, click the ellipsis button to find another UCF member.

4. In the Select Person dialog box, use the Filter by fields to search or scroll through the list to find the UCF member’s name. Select the name and click OK.

5. The Guest’s name now displays in the Manage Guest List dialog box. Click OK to continue.

6. You are returned to the Study Workspace. Click on the Contacts tab to view names on the Guest list.