



TOPAZ | Elements

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Getting Started in Elements

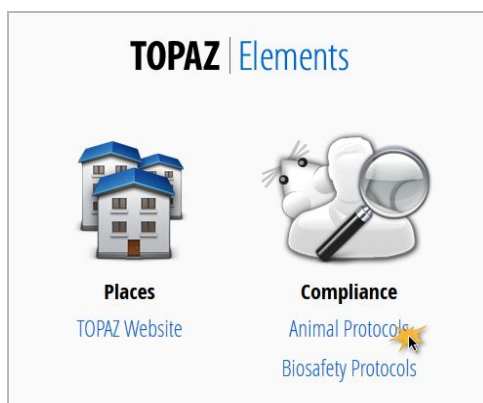
IMPORTANT: Previous Topaz Enterprise user login information has been carried over to the new Topaz Elements. Continue to use your existing Topaz login credentials.

Requesting an Elements account

To request an account or reset your password, submit a [Elements Account Request Form](#).

Logging in to Elements

1. Using any internet browser, go to researchcompliance.hawaii.edu/elements.
2. Log in with the userid and temporary password provided to you by email. When logging in for the first time, Elements will prompt you to enter a new password.
3. Upon successful login, you will be directed to the Topaz Elements default homepage. Select **Animal Protocol**.

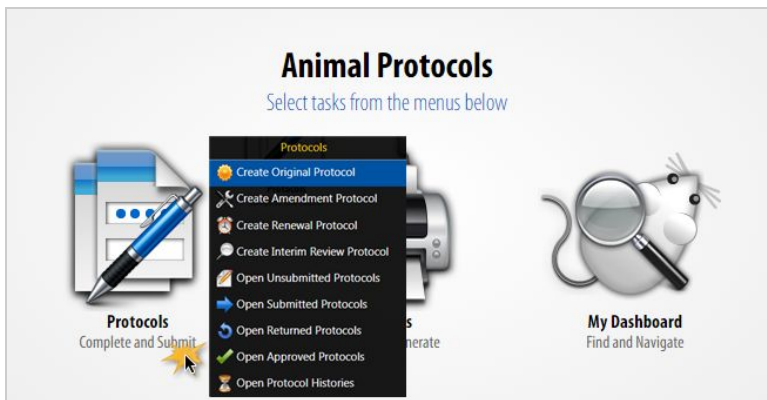


IMPORTANT—SAVE OFTEN!

Save your work frequently by clicking the Save icon. Elements will briefly flash a timeout warning when there is no activity for 30 minutes. If you miss the warning and/or remain inactive, you will risk losing some or all of your work.

Creating an Original Protocol for New, 3 Year Full Renewals and Significant Revisions

1. On the **Animal Protocols** tasks page, select **Protocols > Create Original Protocol**.



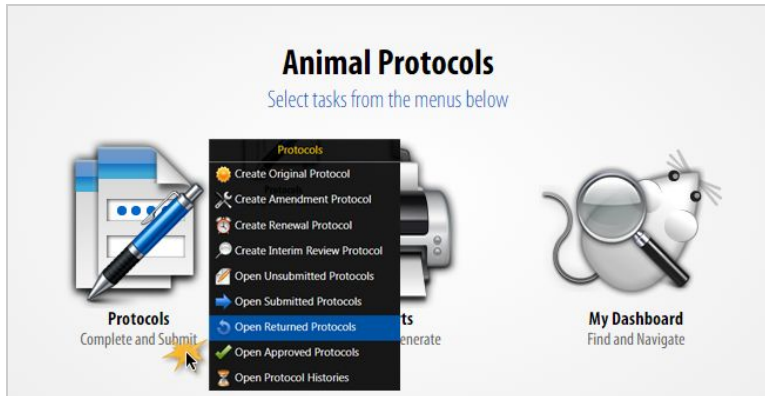
2. On the **Select Form** dialog, select *IACUC Original Protocol - Elements v1.0.0*.
3. Enter the required information for each section of the form. Follow the instructions for each question. Select sections in the left **Outline** pane to navigate the form. In some cases, links are provided to reference related policies and information.
4. Submit the protocol for approval.

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Protocols Returned for Modification

1. On the **Animal Protocols** tasks page, select **My Dashboard**.



2. Select a protocol indicated as “Returned For Modification” status.
3. To locate reviewer comments, select filter options in the left **Outline** pane.



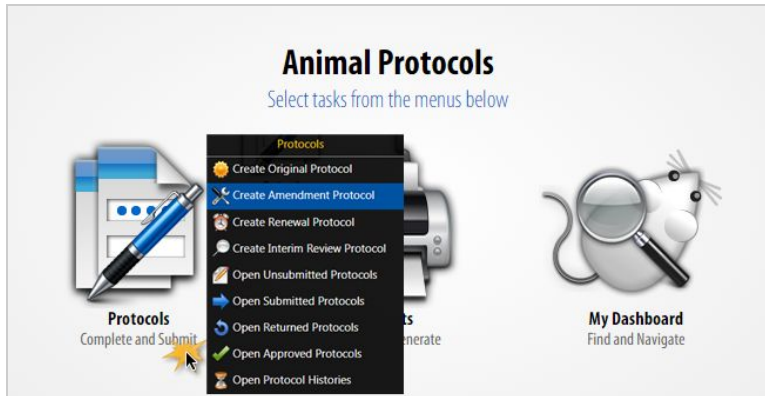
4. Modify the protocol according to the reviewer comments.
5. Submit the protocol for approval.

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Amending an Approved Protocol

1. On the **Animal Protocols** tasks page, select **Protocols > Create Amendment Protocol**.



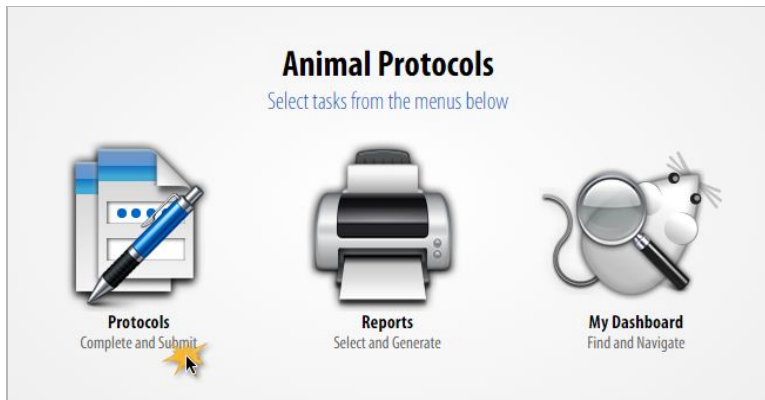
2. Select the approved protocol to be amended.
3. Select the Amendment Form.
4. Answer the required questions.
5. Submit the protocol for approval.

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Creating a Renewal Protocol (Annual Renewals Only)

1. On the **Animal Protocols** tasks page, select **Protocols > Create Renewal Protocol**.



2. Select the desired approved protocol to be renewed.
3. Select the Renewal Form.
4. Answer the required questions.
5. Submit the protocol for approval.

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