

As of March 1, 2010, any <https://ris01.utm.edu> (iMedRIS) bookmarks/favorites will cease to work due to the expiration of the UTMEM.EDU domain name. The bookmark/favorite needs to be updated to <https://ris01.uthsc.edu> so that you can still bring up the iMedRIS log-in page on your internet screen. If you are on campus, you should complete the migration process and configure your computer/device to use the UTHSC domain name according to the directions at http://www.uthsc.edu/domainchange/config_windows.php. This will automatically update your bookmarks with the uthsc domain.

If you access iMedRIS off campus you will need to follow the instructions below. [You may not have bookmarked or made this page a “favorite” page. If you haven’t done so, you can disregard the instructions below. If you would like to bookmark the new iMedRIS page or make it a “favorite” page (for quick access to it), we can show you how to do this at the next IRB meeting. Also, any bookmarks on your account on the thin clients we use at the meeting will have to be updated. We will be happy to help you do this at the next meeting.]

You can modify the existing bookmark/favorite for <https://ris01.utm.edu>, or **you can delete the bookmark/favorite and create a new one.** Listed below are directions for modifying the bookmark/favorite.

Internet Explorer 6, 7, or 8

1. Open Internet Explorer.
2. Click **Favorites** from the menu bar at the top of your internet screen and then locate the iMedRIS (**iRIS Log In**) bookmark/favorite.
3. With your mouse, “right-click” the iMedRIS (**iRIS Log In**) bookmark/favorite and then select **Properties** from the drop-down menu that appears.
4. A pop-up window will appear (you may have to open the pop-up window from a yellow bar that will appear across the top of your internet screen). Change the **mem** to **hsc** in the address.
5. Click the **Apply** button located at the bottom of the pop-up window.
6. Click **OK**.

Firefox

1. Open Firefox.
2. Click **Bookmarks** from the menu bar at the top of your Internet screen and then locate the iMedRIS (**iRIS Log-in**) bookmark.
3. With your mouse, “right-click” the iMedRIS (**iRIS Log In**) bookmark and then select **Properties** from the drop-down menu that appears.
4. A pop-up window will appear (you may have to open the pop-up window from a yellow bar that will appear across the top of your Internet screen).
5. From **Location**, change **mem** to **hsc**.
6. Click the **Apply** button located at the bottom of the pop-up window.
7. Click **Save**.

For Macs

Safari

1. Open Safari.
2. Click **Bookmarks** from the menu bar.
3. Click **Show All Bookmarks**.
4. Locate the iMedRIS (**iRIS Log In**) bookmark.
5. With your mouse, “right-click” the iMedRIS (**iRIS Log In**) bookmark and then select **Edit Address** from the drop-down menu that appears.
6. Change **mem** to **hsc**.

Firefox

1. Open Firefox.
2. Click on **Bookmarks** from the menu bar at the top of your Internet screen and then locate the iMedRIS (**iRIS log-in**) bookmark.
3. Select the Bookmark for <https://ris01.utm.edu>. A screen will appear that says, **This Connection is Untrusted**.
4. Next to the address (<https://ris01.utm.edu>), you should see a blue star. Click on the blue star. A grey box will appear on your screen labeled, **Edit this Bookmark**.
5. Click **Remove this Bookmark**.
6. Next, type <https://ris01.uthsc.edu> in the address bar. This will take you to the iMedRIS log-in page.
7. Click on **Bookmarks** and select **Bookmark this Page**. A grey box will appear on your screen labeled, **Edit this Bookmark**.
8. You should see **iRIS: Log in** under **Name**, and on the next line under **Folder**, be sure to select **Bookmarks Menu**.
9. Click **Done** in the lower right corner of the grey box.