



Association for the Accreditation
of Human Research Protection Programs, Inc.®

Instructions for Navigating the Online Accreditation Management System (OAMS)

**APPLICATION CONTACT
ALTERNATE CONTACT
ORGANIZATIONAL OFFICIAL**

**Version:
May 14, 2025**

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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.

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>



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 YOUR PASSWORD

Your password has been set. [Click here](#) to sign in.



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.



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

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](#)



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.
<p>Primary Email Address</p> <p>Please click the link below to verify your email address for your OAMS account:</p> <p style="color: red; font-weight: bold;">Verify Email</p> <p>Or enter this passcode in your account profile:</p> <p style="color: red; font-weight: bold;">GJEYEXQT</p> <p><small>This is a no-reply email. If you did not make this request, please visit our Contact Us page or email helpdesk@aaahrpp.org.</small></p>
<p>Alternate Email Address</p> <p>Please click the link below to verify your email address for your OAMS account:</p> <p style="color: red; font-weight: bold;">Verify Email</p> <p><small>This is a no-reply email. If you did not make this request, please visit our Contact Us page or email helpdesk@aaahrpp.org.</small></p>
<p>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.</p> <p style="color: red; font-weight: bold;">The email address will not be confirmed until the verification process has been completed.</p>

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.



ORGANIZATION

OAMS users whose roles have administrative permissions can view and edit the organization's general information:

- Application Contact
- Alternate Contact
- Organizational Official

In the Organization tab, you can update your organization's:

Legal name: Please consult with your general counsel to provide the legal name of your organization.

Preferred name: If your organization prefers a different name to be displayed on the AAHRPP website (<https://www.aahrpp.org/learn/find-an-accredited-organization>) or referenced in AAHRPP accreditation certificates, formal reports, and other communications from AAHRPP instead of its legal name, please identify that name here.

Website: This is an optional field for your organization's website.

Type*: AAHRPP has nine categories for organization type. If the type displayed in your organization general information looks incorrect, please contact us.

Address: Please provide a central address for your organization or the address for the office that represents the location of your organization's leadership (e.g., President, Chancellor, CEO).

***Changes made by request.** Please contact 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.

Users whose roles have administrative permissions can edit other user's contact details and assign roles within your organization's account:

- Application Contact
- Alternate Contact
- Organizational Official

INVITING ANOTHER USER

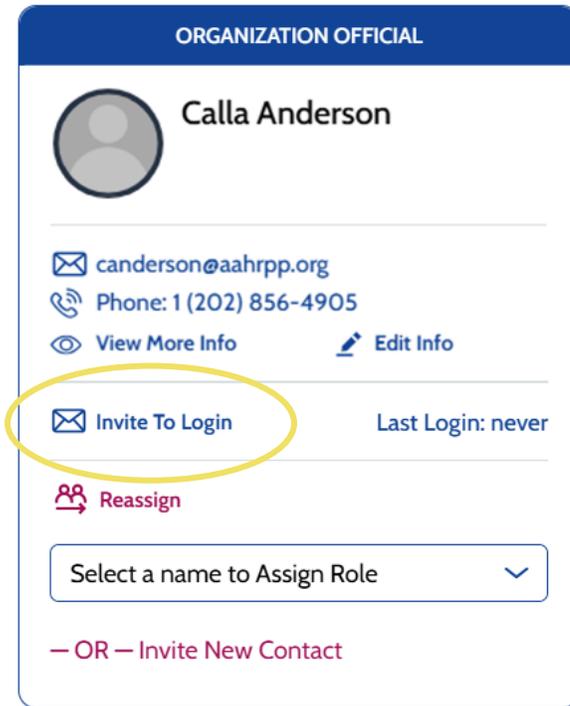
To invite an individual to set up an OAMS account, first consider whether the individual is listed in your contacts and to what role the individual will be assigned in your organization's account.

For more information about roles, visit the Assigning Roles section below.

Existing Contact

An individual who already has a contact card in your Contacts (as shown below) can sign into their OAMS user account only after you have sent an invitation.

For example, if your assigned role is Application Contact, then you can invite the Organization Official into OAMS.



Locate the contact card of the user you want to invite.

Ensure that the email address displayed on the card is correct*.

Click Invite to Login.

The user will receive the email invitation and must go through the steps listed in the Getting Started section above in order to sign into OAMS.

*If the user's email address is incorrect, please contact us at helpdesk@aahrpp.org.

New Contact

An individual who is not shown in your Contacts can create an OAMS user account only after you have sent an invitation from a contact card (shown below).

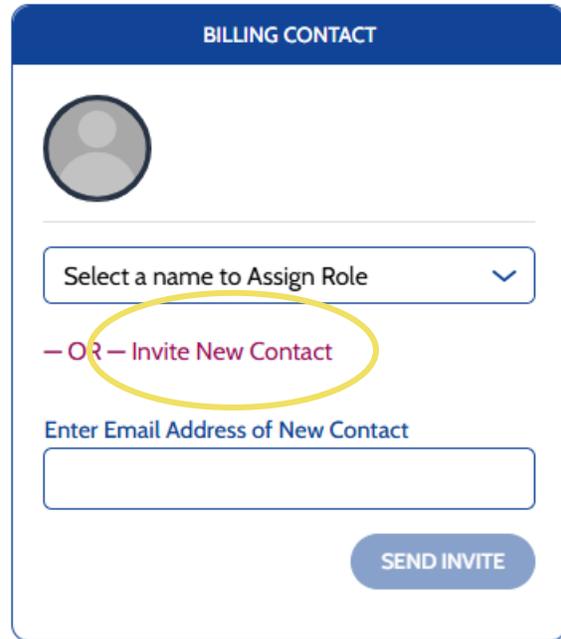
For example, if your assigned role is Application Contact, then you can invite the Billing Contact into OAMS.

Locate the contact card of the role for which you will assign the new contact.

Click Invite New Contact.

Enter the Primary Email Address.

Click Send Invite.



The new contact will receive the email invitation and must go through the steps listed in the Getting Started section above in order to sign into OAMS.

Quick Tip: Send a message directly from your main email address to the individual you'd like to invite to OAMS with the instructions attached.

Dear [Name]:

I am setting up our organization's account in AAHRPP's new online system (OAMS), and I wanted to share with you the instructions on how to set up your profile. Please see attached.

You will get an email from no-reply-oams@aahrpp.org with a link to set a password. When you have a moment, will you please try to log into OAMS?

ASSIGNING ROLES

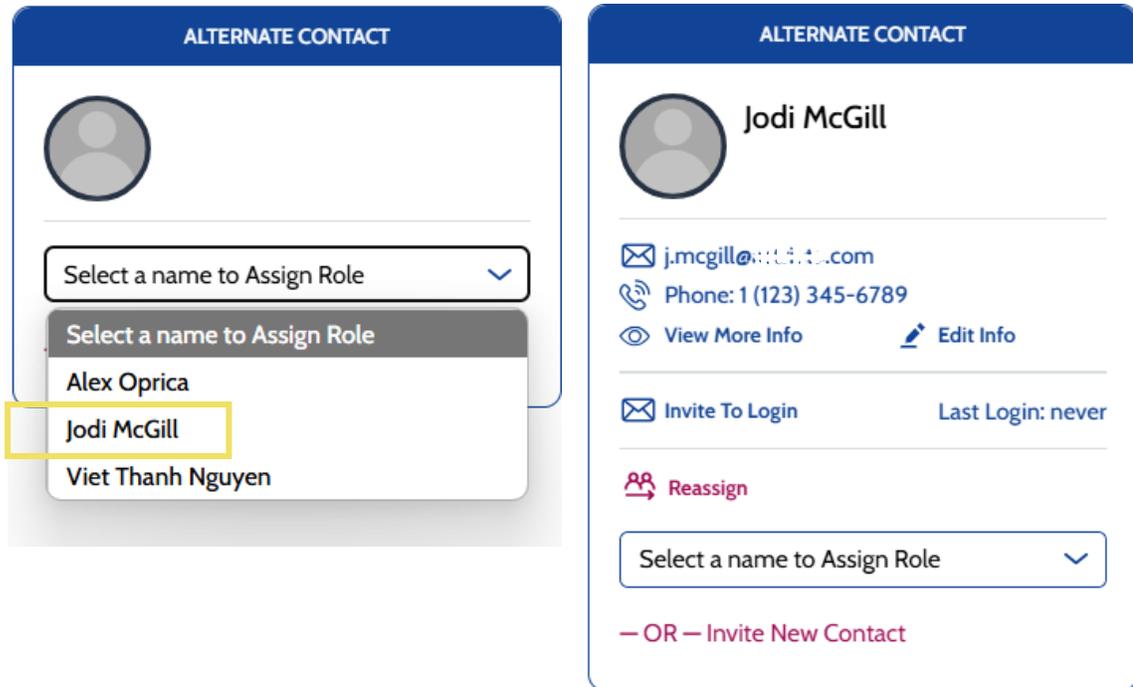
There are five roles within OAMS to help you organize users associated with your organization's account:

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

To assign or reassign an OAMS user to a role in your Contacts, locate the contact card of the role for which you will assign the user.

Click the drop-down menu in the contact card and click the name of the user.

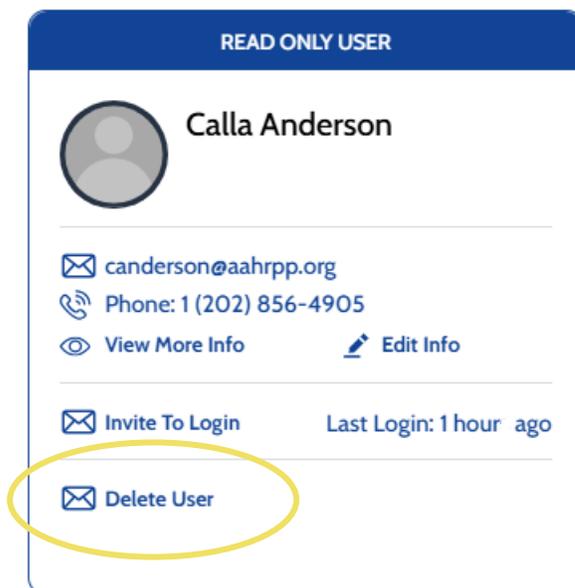
The user's information will populate into the contact card.



DELETING USERS

In the event that an OAMS user is no longer needed in your organization's account, you may wish to remove their access and delete their contact card.

Only Read-Only Users can be deleted.



First, locate the contact card(s) of the user you wish to remove.

Reassign the role(s) to another user. This will automatically create a Read-Only User contact card for the user you wish to remove.

In the Read-Only User's contact card, click on Delete User.

A pop-up dialogue box will display a warning before the user's account is deleted. Once you confirm, the user will no longer have access to an OAMS account and will not be able to view or edit your organization's information in the system.