



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:  
December 8, 2025**

Copyright © 2004-2025 AAHRPP. All rights reserved.

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.

**Maintaining your account ensures that AAHRPP has the correct information about your organization, including contacts.**

### 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. The primary email address is typically your work email address and cannot be from a domain like Gmail. It must be unique among all primary email addresses of users and must not already be the username of an existing user.

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

## MY PASSWORD

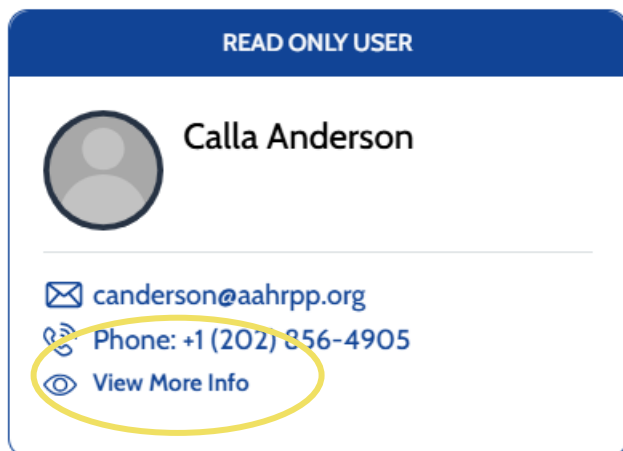
Changing your password from the My Password page requires that you enter your current password into the form. **If you cannot enter your current password, please contact us for assistance.** Once you've created your new secure password and

completed the Manage My Password form, click Change Password. If the update was successful, the page will display a confirmation.

## 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.



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. Some roles may be applied to the same user, such as Application Contact and Organizational Official. Some roles may *not* be applied to the same user, such as Application Contact and Read Only User.

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

**\*The Billing Contact and Read Only Users do not have administrative permissions.** Users assigned to these roles cannot invite, assign, or edit user accounts besides their own. These roles can view the organization's information and accreditation materials and will receive certain notifications from AAHRPP sent via the OAMS.

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.

### **Existing Users & New Contacts**

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

An individual who is not shown in your Contacts 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@aaahrpp.org](mailto:helpdesk@aaahrpp.org).