



Innovative Solutions for  
Compliance and Research Management



# IRBNet Login & Registration Tips:



# New User Registration

To begin the registration process, go to [www.irbnet.org](http://www.irbnet.org) and click the New User Registration link.

The screenshot shows the IRBNet website homepage. At the top left is the IRBNet logo and the tagline "Innovative Solutions for Compliance and Research Management". To the right is a login section with fields for "Username" and "Password" and a "Login" button. Below the login section are two links: "New User Registration" and "Forgot Your Password?". Both links are circled in red. Red arrows point from these links to two yellow callout boxes. The first callout box contains the text: "✓ Users that are not registered on IRBNet may click here to self-register." The second callout box contains the text: "✓ If you have forgotten your password, click here." The main content area features a navigation menu with links for "Home", "The IRBNet Difference", "Demo", "Contact Us", and "FAQ". Below the navigation menu is a section titled "Comprehensive Solutions" with a large image of hands shaking. To the right of this image is a "Test Drive IRBNet" section with a "Demo" button. Below the "Test Drive IRBNet" section is a testimonial from Bruce Day, Director of Research Integrity at Marshall University, with a "Next" button.

**IRBNet** Innovative Solutions for Compliance and Research Management

Login: Username Password Login

New User Registration Forgot Your Password?

Home | The IRBNet Difference | Demo | Contact Us | FAQ

## Comprehensive Solutions

**The Industry's Most Complete Solution**  
IRBNet's unmatched suite of electronic solutions for IRB Administrators, Committee Members, Research Design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

**Flexible, Intuitive and Easy to Use**  
Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

**Secure, Reliable and Cost-Effective**  
IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our

**Test Drive IRBNet**  
See for yourself...  
Demo

went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."  
- Bruce Day  
Director, Office of Research Integrity  
Marshall University  
Next

✓ Users that are not registered on IRBNet may click here to self-register.

✓ If you have forgotten your password, click here.

# Basic Account Information

Fill out your first and last name, and choose a username and password.

✓ Always use your proper name, with standard capitalization as this information is used throughout the system.

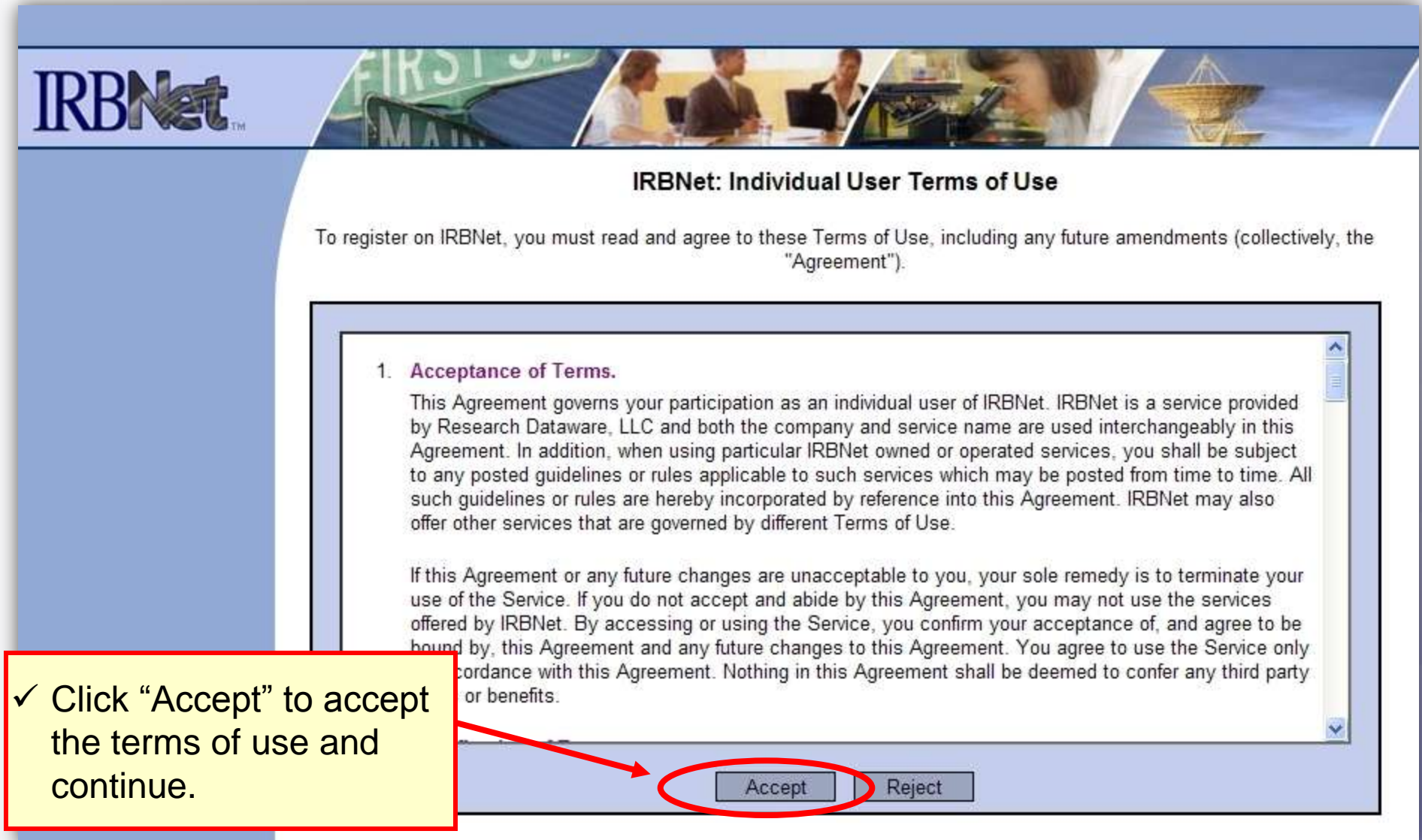
✓ Passwords must contain 8 (eight) characters.

The screenshot displays a web registration form titled "Registration" and "Account Information". The form includes the following fields: "First Name \*", "Last Name \*", "User Name \*", "Password \*", "Confirm Password \*", and "Password Hint". There are "Continue" and "Cancel" buttons at the bottom. A red arrow points from the first instruction box to the "First Name" field, and another red arrow points from the second instruction box to the "Password" field. A legend at the bottom left indicates that an asterisk (\*) denotes required fields.



# Individual Terms of Use

**All IRBNet users must agree to the Individual Terms of Use in order to register on the system.**



**IRBNet**

## IRBNet: Individual User Terms of Use

To register on IRBNet, you must read and agree to these Terms of Use, including any future amendments (collectively, the "Agreement").

**1. Acceptance of Terms.**

This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Research Dataware, LLC and both the company and service name are used interchangeably in this Agreement. In addition, when using particular IRBNet owned or operated services, you shall be subject to any posted guidelines or rules applicable to such services which may be posted from time to time. All such guidelines or rules are hereby incorporated by reference into this Agreement. IRBNet may also offer other services that are governed by different Terms of Use.

If this Agreement or any future changes are unacceptable to you, your sole remedy is to terminate your use of the Service. If you do not accept and abide by this Agreement, you may not use the services offered by IRBNet. By accessing or using the Service, you confirm your acceptance of, and agree to be bound by, this Agreement and any future changes to this Agreement. You agree to use the Service only in accordance with this Agreement. Nothing in this Agreement shall be deemed to confer any third party rights or benefits.

✓ Click "Accept" to accept the terms of use and continue.

# Select Your Organization

Search to find your local institution. Contact your local coordinator if you are unclear where you should register.

IRBNet

Registration

Add Affiliation

Organization with which you are affiliated. If you are affiliated with more than one organization, you may add multiple organizations after you complete the registration process by logging in to IRBNet and accessing your User Profile.

Search for an organization: metro **Search** Clear

Organization types to display:  Research Institutions  Boards  Sponsors **Display**

Your Organization \*  
Metropolitan University, Frederick, MD

If you do not see your organization listed you may [add a new organization](#).

**Continue** **Cancel**

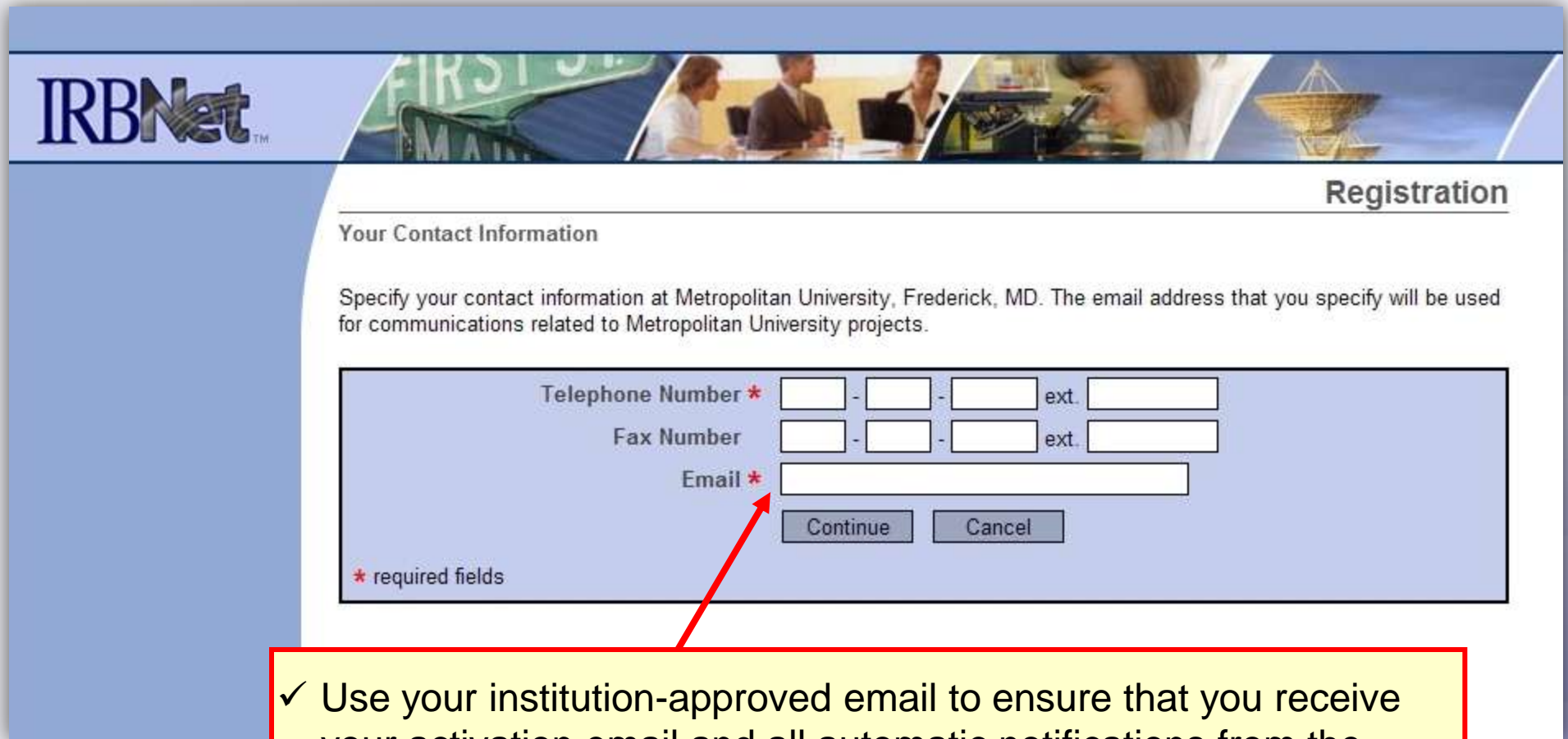
\* required fields

✓ Search to find your local institution. You may search for your institution using any terms, such as "metro".

✓ Highlight your institution, and click continue.

## Contact Information

Fill in your contact information. Be sure to use a valid email address. You will need to be able to receive emails from IRBNet in order to activate your account.



The screenshot shows the IRBNet Registration page. The header includes the IRBNet logo and a banner image. The page title is "Registration". The section is titled "Your Contact Information". Below the title, there is a paragraph: "Specify your contact information at Metropolitan University, Frederick, MD. The email address that you specify will be used for communications related to Metropolitan University projects." The form contains three input fields: "Telephone Number \*", "Fax Number", and "Email \*". Each field has a red asterisk indicating it is required. The Telephone and Fax fields are split into three boxes for area code, number, and extension. The Email field is a single wide box. Below the fields are "Continue" and "Cancel" buttons. A red arrow points from the "Email \*" field to a yellow callout box.

IRBNet

Registration

Your Contact Information

Specify your contact information at Metropolitan University, Frederick, MD. The email address that you specify will be used for communications related to Metropolitan University projects.

Telephone Number \*  -  -  ext.

Fax Number  -  -  ext.

Email \*

\* required fields

- ✓ Use your institution-approved email to ensure that you receive your activation email and all automatic notifications from the system. Failure to use an appropriate email address may result in your account not being activated.

## Finalize Registration

Verify that the information you have entered is correct. If any of the fields need to be edited, you may do so using the yellow "Edit" links.

The screenshot shows the IRBNet Registration page. At the top left is the IRBNet logo. The page title is "Registration". Below the title is the section "Confirm Registration Information". The text reads: "Please review your information and click 'Register' to complete the registration. You may update your account information, and add or update affiliations at any time from your User Profile." Below this text are two buttons: "Register" and "Cancel". The "Register" button is circled in red. Below the buttons is the section "User Account Information and Password (Edit)". This section contains the following information: User Name jrresearcher, First Name John, Last Name Researcher. Below this is the section "Affiliations". This section contains the following information: jrresearcher at Metropolitan University, Frederick MD (Edit), Telephone Number (555) 555-5555, Email jrresearcher@mailinator.com. The "MD (Edit)" link is circled in red. There are two yellow callout boxes with red borders. The first callout box points to the "Register" button and contains the text: "Click 'Register' and continue. An automated activation email will be sent to your email address." The second callout box points to the "MD (Edit)" link and contains the text: "Take a moment to confirm that the correct email is listed. It can be corrected by clicking 'Edit' and re-entering the address."

IRBNet™

Registration

Confirm Registration Information

Please review your information and click "Register" to complete the registration. You may update your account information, and add or update affiliations at any time from your User Profile.

Register Cancel

User Account Information and Password (Edit)

User Name jrresearcher  
First Name John  
Last Name Researcher

Affiliations

jrresearcher at Metropolitan University, Frederick MD (Edit)  
Telephone Number (555) 555-5555  
Email jrresearcher@mailinator.com

✓ Click "Register" and continue. An automated activation email will be sent to your email address.

✓ Take a moment to confirm that the correct email is listed. It can be corrected by clicking "Edit" and re-entering the address.



# Registration Complete

Once you finalize your registration, an activation email will be sent to your registered email address. You will need to click the link within that email to activate your account.

**IRBNet**

**Registration**

Registration is Complete

An activation email has been sent to your contact email address. You must click on the activation link within the email to activate your account.

Having trouble receiving your activation email from IRBNet? Try the following:

1. Check your spam box to make sure important IRBNet emails aren't getting accidentally filtered.
2. Make sure to whitelist all emails coming from irbnet.org to assure you receive them properly.
3. Generate a new activation email by logging in to IRBNet and clicking on your User Profile. Make a simple update (such as adding a fax number) and a new activation email will automatically be generated for you.
4. Contact the IRBNet Coordinator at your local Research Office who can provide more helpful information and can assist you in registering your account.

✓ Click "Continue" and you are done!

Continue



# Add An Affiliation

If you would like to add an affiliation to your existing account, you may do so in the User Profile section.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

Other Tools  
Forms and Templates

User Profile

Manage Your User Profile

You may access this page at any time to:

1. Update your Account Information.
2. Change your Password.
3. Manage your Affiliations.

If you add or update an affiliation you will be sent an activation email to your contact link in the activation email to confirm your changes.

User Account Information and Password (Edit)

User Name	jresearcher
First Name	John
Last Name	Researcher

Affiliations

- Add an Additional Affiliation

Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)

Telephone Number	(555) 555-5555
Email	jresearcher@mailinator.com

✓ Use the Add an Additional Affiliation link to add research affiliations.

✓ This is helpful if you are affiliated with multiple institutions, or if you are both a researcher and a board member.



## **Where to Get Help...**

Your Committee Office can offer you assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet.