



Innovative Solutions for  
Compliance and Research Management



# IRBNet Login & Registration Tips:



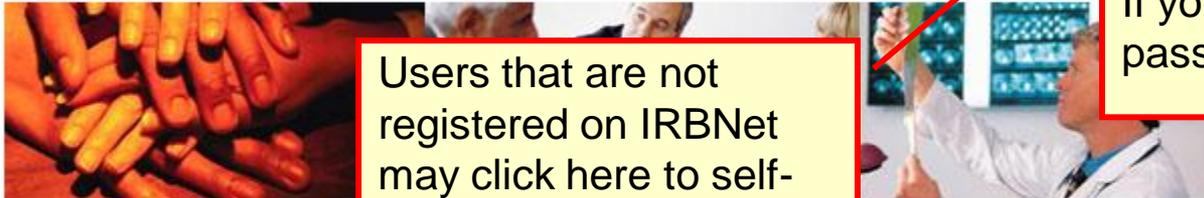


Login:

[New User Registration](#)

[Forgot Your Password?](#)

## Comprehensive Solutions



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

If you have forgotten your password, click here.

### The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives effectiveness and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC and other Boards with a unified solution.

### Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. 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 Affordable

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is affordable and designed to accommodate institutions of any size.

## Satisfied Members

"IRBNet makes our entire operation more efficient, saving time and money. It is amazing how much more we get done, in less time and with the same staff. It's fantastic."

- Ken Grissett, IRB Manager  
Sacred Heart Health System

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1. Complete this basic user information to register as a new user. Always use your proper name, with standard capitalization as this information is used throughout the system.

2. Passwords must contain 8 (eight) characters.



## Registration

### Account Information

You must be REGISTERED to access IRBNet. Registration is free.

The purpose of this page is to enter your basic account information and create your IRBNet User Name and Password.

First Name \*

Last Name \*

User Name \*

Password \*

Confirm Password \*

Password Hint

Continue

Cancel

\* required fields



## 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.

### 2. Modification of Terms.

Although we may attempt to notify you via your submitted e-mail address when major changes to the Agreement are made, you should visit this page periodically to review these terms. IRBNet may, in its sole discretion, modify or revise these terms and conditions and policies at any time without notice to you, and you agree to be bound by such modifications or revisions.

### Description of Service.

IRBNet is a web-based application (the "Service"). You understand and agree that the Service may

You must accept the User Terms to become a user

# Researcher Registration



## Registration

### Add Affiliation

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

Search for an organization

Organization types to display:  Research Institutions  Boards  Sponsors

Your Organization \*

- Akron City Hospital, Akron, OH
- Crystal Clinic, Akron, OH
- St. Thomas Hospital, Akron, OH
- University of Akron, Akron, OH

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

If you are adding yourself as a “researcher”, then click the researcher box, and make sure the other boxes are unchecked.

- You may search for your institution using any terms, such as “Akron”.
- Highlight your institution, and click continue.

**Your Contact Information**

Specify your contact information at Akron City Hospital, Akron, OH. The email address that you specify will be used for communications related to Akron City Hospital studies.

Telephone Number *	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	ext.	<input type="text"/>
Fax Number	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	ext.	<input type="text"/>
Email *	<input type="text"/>						
	<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>					

\* 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.



## Registration

### Confirm Registration Information

Please review your information and click "Register" to complete the registration process. After you may update your account information, and add or update affiliations at any time by logging in to your User Profile.

#### User Account Information and Password [\(Edit\)](#)

User Name andystest

First Name Lawrence

Last Name Bird

#### Affiliations

Researcher at Metropolitan University, Frederick, MD [\(Edit\)](#)

Telephone Number (617) 555-1212

Email ljbird@metropolitan.org

Click "Register" and continue. The automated account activation email will be sent to your email account.

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



Welcome to IRBNet

User Profile

Name masked

- Study Manager
- Create New Study

Manage Your User Profile

You may access this page at any time to:

1. Update your Account Information.
2. Change your Password.
3. Add, update or delete Affiliations.

You must maintain at least one organizational affiliation. If you add or update an affiliation email to your contact email address. You must click on the link in the activation email to

User Account Information and Password (Edit)

User Name	Information masked
First Name	Information masked
Last Name	Information masked

Affiliations

- Add an Additional Affiliation

Researcher at Akron City Hospital, Akron, OH (Edit)

Telephone Number	Information masked
Email	Information masked

If you are already a registered member of IRBNet, then you can manage your user profile and "Add an affiliation":

examples:

(1) you are affiliated with two institutions, or

(2) you are both a researcher and a board member



## 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.

Continue

Click "Continue" and  
you are done!

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

Your IRB 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.