



New User Registration

Training Energizer

IRBNet provides the research community with an unmatched set of secure, web-based collaboration tools to support the design, management, review and oversight of research involving human subjects, animal models, recombinant DNA, and more.

This Energizer covers how to register an account in IRBNet and manage your User Profile. It will illustrate how to:

- Create and activate your account in IRBNet
- Manage your affiliations from your User Profile
- Add and submit necessary Training & Credential records
- Maintain your T&C records on an on-going basis



New User Registration

To begin the registration process, go to 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. Two red arrows point from these links to yellow callout boxes. The "New User Registration" link points to a box containing the text: "✓ Users that are not registered on IRBNet may click here to self-register." The "Forgot Your Password?" link points to a box containing 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 is a "Comprehensive Solutions" section with a large image of hands shaking. To the right is a "Test Drive IRBNet" section with a "Demo" button and a testimonial from Bruce Day, Director of Research Integrity at Marshall University. At the bottom of the page, there is a "Next" button with a right-pointing arrow.

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 shows a web registration form titled "Registration" with a sub-section "Account Information". The form includes the following fields and instructions:

- Text: "You must be REGISTERED to access IRBNet. Registration is free."
- Text: "The next step is to enter your basic account information and create your IRBNet User Name and Password."
- Form fields:
 - First Name *
 - Last Name *
 - User Name *
 - Password *
 - Confirm Password *
 - Password Hint
- Buttons: "Continue" and "Cancel"
- Legend: "* required fields"

Red arrows point from the callout boxes to the "First Name" and "Password" 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 more organizations after you complete the registration process by logging in to IRBNet and accessing your User Profile.

Search for an organization: metro

Organization types to display: Research Institutions Boards Sponsors

Metropolitan University, Frederick, MD

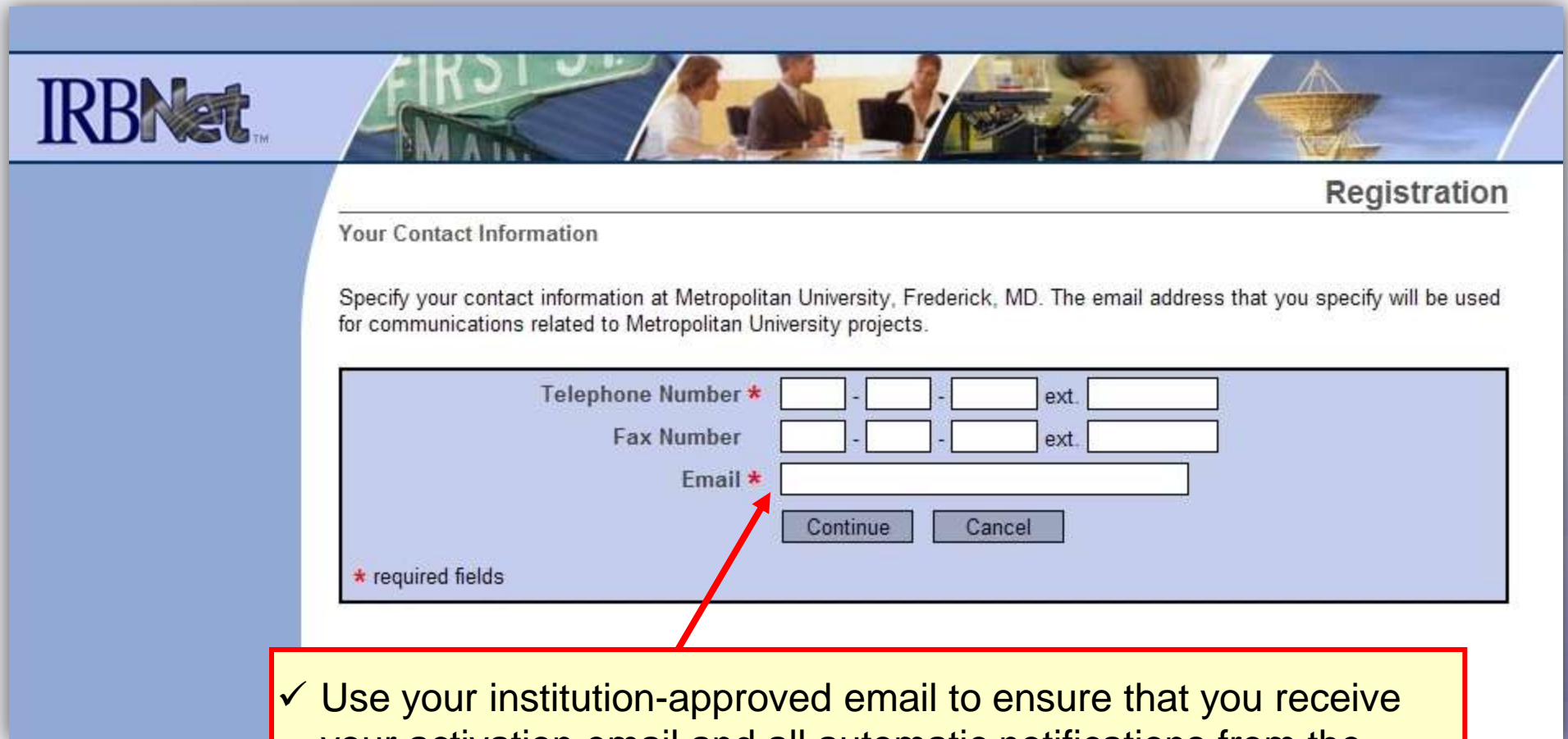
Select your Organization *

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

* required fields

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 navigation bar with the word "Registration". Below the header, the section is titled "Your Contact Information". A paragraph of text reads: "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." Below this text is a form with 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, exchange, and number, followed by an "ext." field. 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 at the bottom of the slide.

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 *

Continue 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.

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.

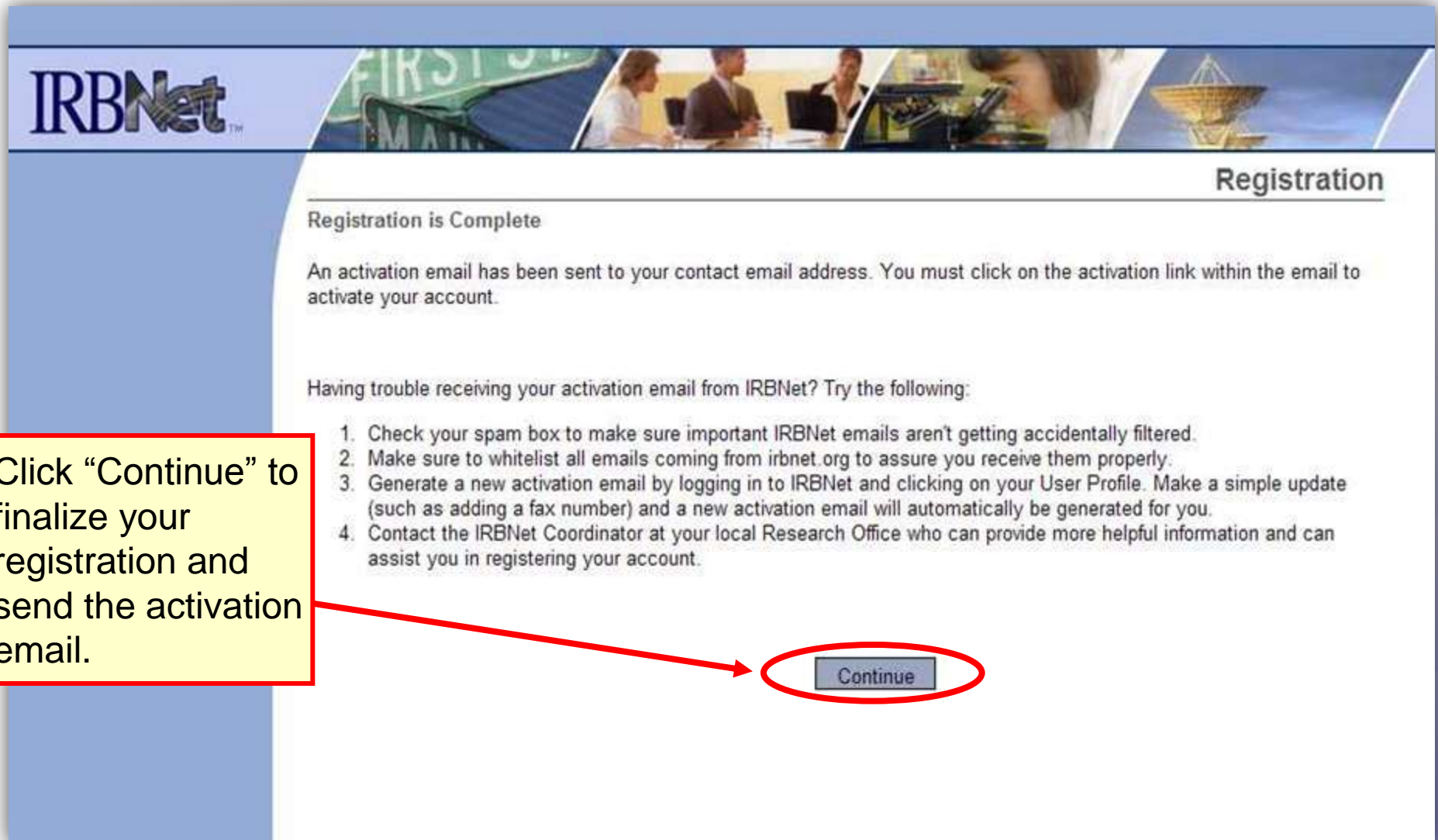
The screenshot shows the IRBNet Registration page. At the top left is the IRBNet logo. The page title is "Registration". Below the title is a section titled "Confirm Registration Information". The text in this section reads: "Please review your information and click 'Register' to complete the registration. 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 a section titled "User Account Information and Password (Edit)". This section contains the following information: "User Name jrresearcher", "First Name John", and "Last Name Researcher". Below this is a section titled "Affiliations". This section contains the following information: "jrresearcher at Metropolitan University, Frederick MD (Edit)", "Telephone Number (555) 555-5555", and "Email jrresearcher@mailinator.com". The "Edit" link next to the affiliation is circled in red. There are two yellow callout boxes with red borders. The first callout box, on the left, 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." A red arrow points from this box to the "Edit" link. The second callout box, on the right, contains the text: "✓ Click 'Register' and continue. An automated activation email will be sent to your email address." A red arrow points from this box to the "Register" button.

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

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



✓ Click "Continue" to finalize your registration and send the activation email.

Complete Activation

Visit the inbox of your registered email address and click the link within the "IRBNet Activation Required" email to activate your account.

✓ From your email inbox, open the "IRBNet Activation Required" message.

IRBNet Activation Required

☆ activation@irbnet.org to me

Welcome to IRBNet!

Please confirm your affiliation with Metropolitan IRB by clicking on the following link:

<https://www.irbnet.org:443/release/public/act.jsp?i=866946&a=se8pZUXLwz>

If you cannot click on the above link, you may copy and paste the link into your browser to confirm your affiliation.

Thank you,
The IRBNet Support Team

www.irbnet.org

✓ Click the link to complete your activation.

**Congratulations, you are now a member of the
National Research Network!**

Manage Affiliations

From the User Profile page you can add additional affiliations and trigger additional activation emails, if needed.

- ✓ 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.

The screenshot shows the 'User Profile' page. At the top right, it says 'User Profile'. Below that is 'Your User Profile' with a sub-header 'Account Information and Password (Edit)'. The account details include: User Name jrresearcher, First Name John, and Last Name Researcher. Below this is the 'Affiliations' section, which contains a bullet point: 'Add an Additional Affiliation'. To the right of this list is a link that says 'Send me an activation email'. Below the affiliations is another affiliation entry: 'Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)'. This entry includes 'Telephone Number (123) 456-7890' and 'Email irbdefault@mailinator.com'. At the bottom of the page, there is a section for 'Training & Credentials' with a message: 'There are currently no documents in your profile.' and a button labeled 'Add New Record'.

- ✓ Click the “Send me an activation email” link to trigger an additional activation email to your registered email address.

Add Training & Credential Records

Upload appropriate Training & Credential (T&C) documents to your User Profile, as required by your local institution.

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 update your account information, change your password, manage your affiliations and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the 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 (123) 456-7890

Email irbdefault@mailinator.com

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once your training and credentials can be easily linked to your projects from the Designer, are accessible and can be quickly accessed and tracked by the boards that review your projects. Some boards also submit your training and credentials without requiring you to link these records to specific projects.

✓ Click here to upload T&C documents.

There are currently no documents in your profile.

[Add New Record](#)

Enter Record Information

Enter the appropriate information and select the correct T&C document. Be sure to enter accurate Credit Hours and Expiration Date if applicable.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
John Researcher

My Projects
Create New Project
My Reminders

Other Tools
Forms and Templates

Training & Credentials Record

Profile Owner: John Researcher

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

Document Type: * CV/Resume

Description: My CV

Credits/Credit Hours (if applicable):

Effective Date: * 05/03/2011

Expiration Date:

File: *

* required fields

✓ Click Attach to upload the document.

✓ Click Browse to select the correct T&C document to upload.

Submit T&C Documents

Submit uploaded T&C documents to the correct committee, according to local committee SOPs.

- My Projects
- Create New Project
- My Reminders
- Other Tools
- Forms and Templates

You may access this page at any time to update your account information, change your password, manage your affiliations and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the 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	(123) 456-7890
Email	irbdefault@mailinator.com

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resume added to your profile, your training and credentials can be easily linked to your project by your project teams and can be quickly accessed and tracked by the boards that permit you to directly submit your training and credentials without requiring you to

✓ Click to submit the document to your committee.

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
36.1	CV/Resume	My CV		05/03/2011		05/16/2011 01:44 PM	Not Submitted	Show all Versions Submit

Add New Record

Manage your User Profile

Upload additional T&C documents as needed and keep your existing documents up to date as credentials change.

Other Tools
Forms and Templates

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the 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 (123) 456-7890

Email irbdefault@mailinator.com

Training & Credentials

IRBNet allow
added to you
by your proje
permit you to

✓ Highlighted Expiration Date indicates this document will expire within the next 60 days.

resumes and other pers
our projects from the D
ards that review your pr
you to link these recor

✓ Manage each T&C document using these icons.

✓ To update a document, use the Pencil icon.

[Show all Versions](#)

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
48.1	CITI 3. Principal or Asso. Investigators Biomedical Research - Basic Course	My CITI Training	15	06/16/2010	06/15/2011	05/18/2011 02:27 PM	Accepted	  Submit  
47.1	CV/Resume	My CV		05/03/2011		05/18/2011 02:26 PM	Accepted	  Submit  

Add New Record



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.