



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 <u>www.irbnet.org</u> and click the New User Registration link.





Training Energizer

Basic Account Information



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

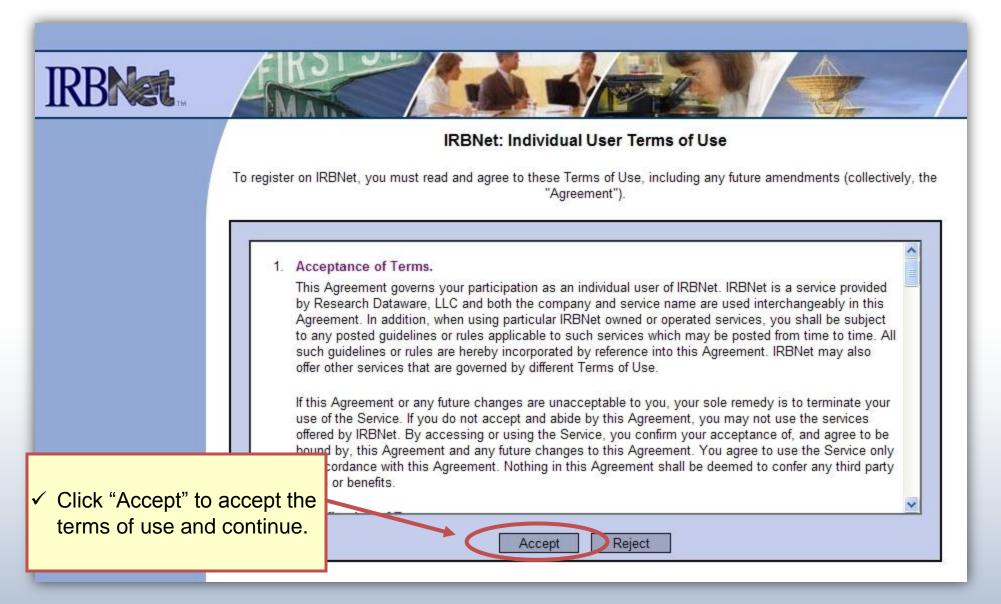
| Always use your proper name, with standard capitalization as this information is used throughout the system. | Registration Account Information nust be REGISTERED to access IRBNet. Registration is free. tep is to enter your basic account information and create your IRBNet User Name and Password. First Name * Last Name * |
|--|--|
| ✓ Passwords must contain 8 (eight) characters. ★ require | User Name * Password * Confirm Password * Password Hint Continue Cancel |



Individual Terms of Use



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

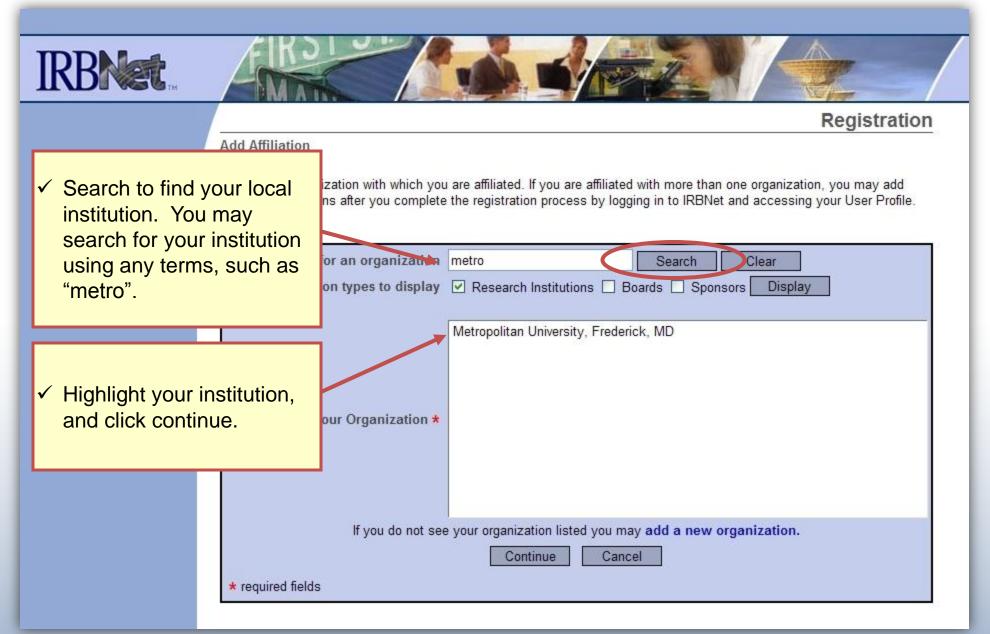




Select Your Organization



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

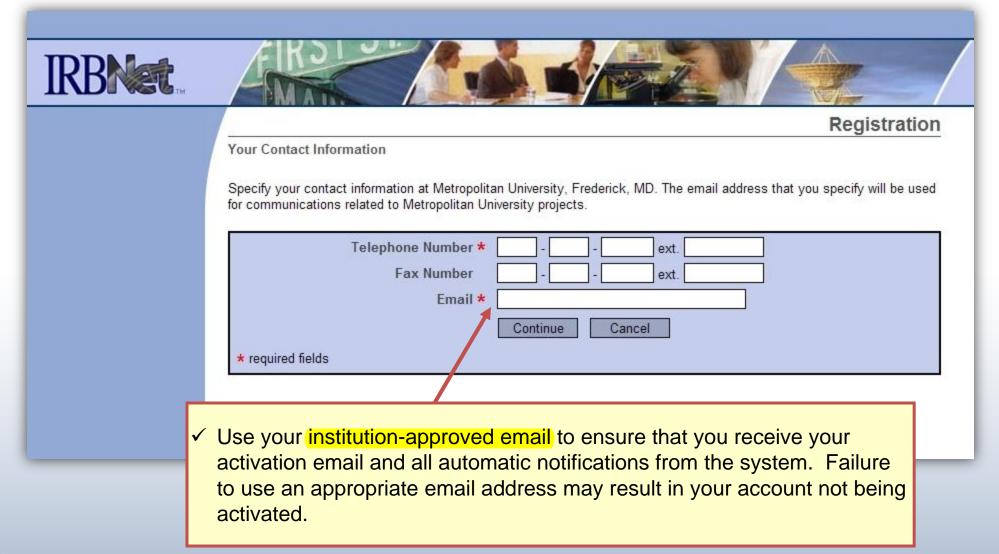




Contact Information



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.

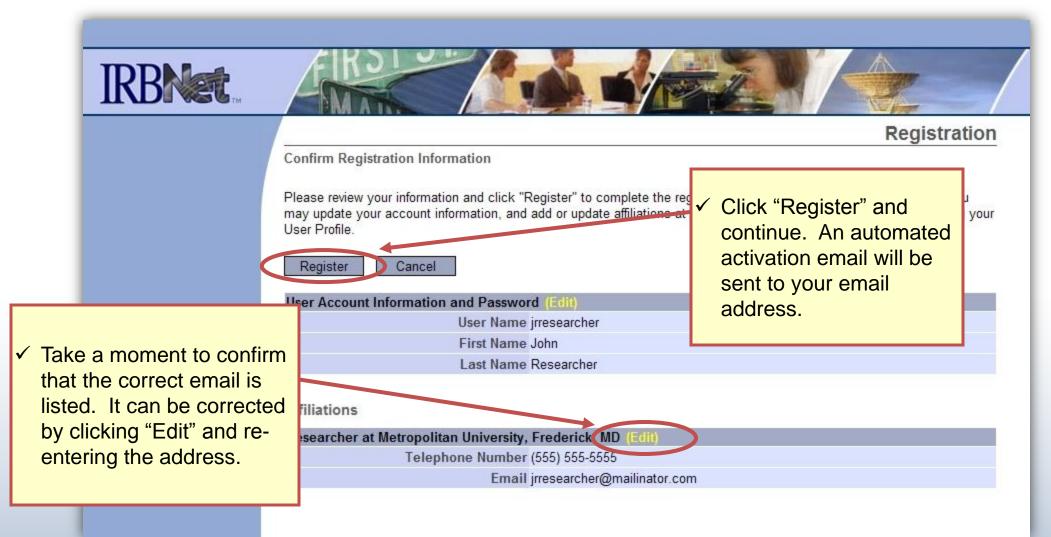




Finalize Registration



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.

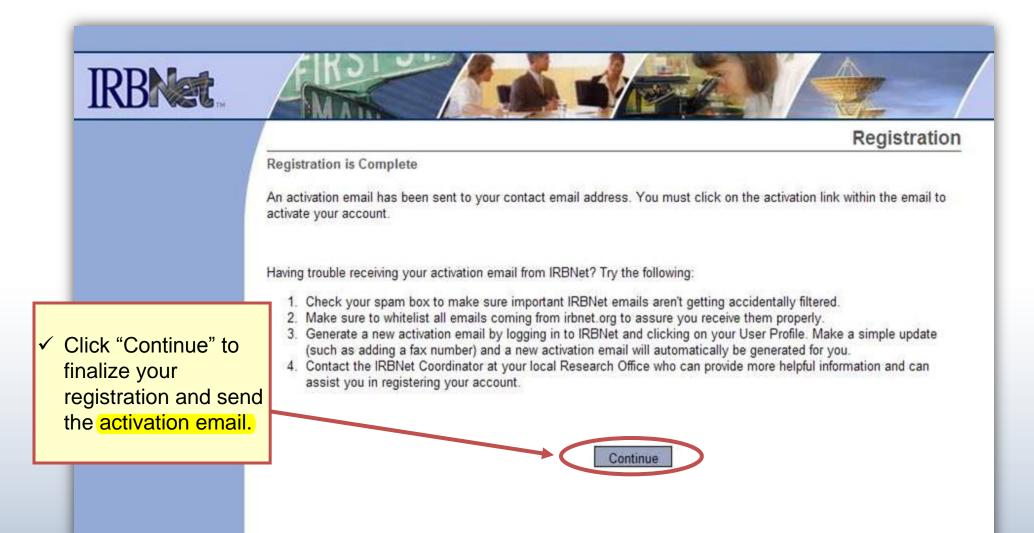




Registration Complete



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.





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. | |
| | RBNet Activation Required activation@irbnet.org to me Welcome to IRBNet! Please confirm your allifation with wetropointan into 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 |

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

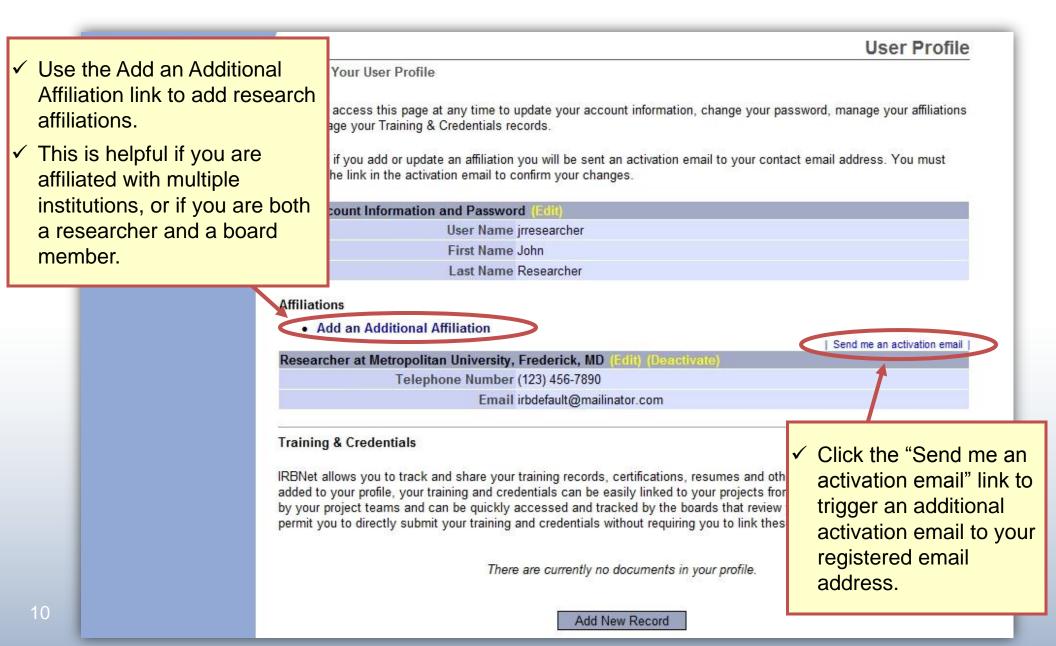


Training Energizer

Manage Affiliations



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





Training Energizer

Add Training & Credential Records IRBNet

User Profile

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

Y My Reminders

Other Tools Forms and Templates 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 Info | rmation and Password (Edit) | |
|-------------------|-----------------------------|--|
| | User Name jrresearcher | |
| | 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

 Click here to upload T&C documents. ur training and credentials can be easily linked to your projects from the Designer, are accessible nd can be quickly accessed and tracked by the boards that review your projects. Some boards also bmit your training and credentials without requiring you to link these records to specific projects.

There are currently no documents in your profile.

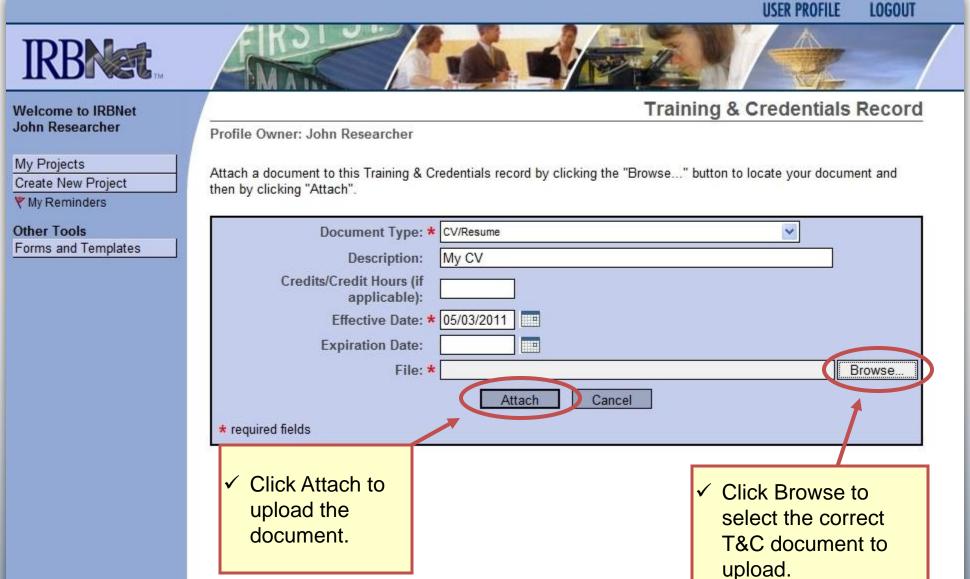




Enter Record Information



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





Training Energizer

Submit T&C Documents



Submit uploaded T&C documents to the correct committee, according to local committee SOPs. Create New Project and manage your Training & Credentials records. Y My Reminders Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must Other Tools click on the link in the activation email to confirm your changes. Forms and Templates User Account Information and Password (2000) User Name jrresearcher **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** Click to submit the IRBNet allows you to track and share your training records, certifications, resume document to your added to your profile, your training and credentials can be easily linked to your pr by your project teams and can be quickly accessed and tracked by the boards the committee. permit you to directly submit your training and credentials without requiring you to Shov all Versions Effective Expiration Last Y Doc ID Document Type Description Cr Status Date Modified Date 36.1 CV/Resume My CV 05/03/2011 05/16/2011 Not X X 01:44 PM Submitted Submit



Training Energizer

Manage your User Profile



| 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 jrresearcher | | | | |
| | First Name John | | | | |
| | Last Name Researcher | | | | |
| | Affiliations | | | | |
| | Add an Additional Affiliation | | | | |
| | Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate) 🖌 Manage ea | ach | | | |
| | Telephone Number (123) 456-7890 T&C docur | T&C docume using these | | | |
| | Email irbdefault@mailinator.com using thes | | | | |
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| | Training & Credentials | | | | |
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| | 47.1 CV/Resume My CV 05/03/2011 05/18/2011 Accepted | | | | |
| | | | | | |

Add New Record





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.

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