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.

- 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.
Click “Accept” to accept the terms of use and continue.
Search to find your local institution. Contact your local coordinator if you are unclear where you should register.

- 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.

<table>
<thead>
<tr>
<th>Your Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number *</th>
<th>-</th>
<th>-</th>
<th>-</th>
<th>ext.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Number</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>ext.:</td>
</tr>
<tr>
<td>Email *</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.

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.
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.
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.

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.

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.

- Click here to upload T&C documents.

Can add Training & Credential Records

1. Welcome to IRBNet
   - John Researcher

2. My Projects
3. Create New Project
4. 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.

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.

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.

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)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>jresearcher</td>
</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Last Name</td>
<td>Researcher</td>
</tr>
</tbody>
</table>

### Affiliations

- Add an Additional Affiliation

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td>(123) 456-7890</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:irbdefault@mailinator.com">irbdefault@mailinator.com</a></td>
</tr>
</tbody>
</table>

### Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes, and other documentation added to your profile, your training and credentials can be easily linked to your profile 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.

Click to submit the document to your committee.

<table>
<thead>
<tr>
<th>Doc ID</th>
<th>Document Type</th>
<th>Description</th>
<th>Cr</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Last Modified</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>36:1</td>
<td>CV/Resume</td>
<td>My CV</td>
<td></td>
<td>05/03/2011</td>
<td>05/15/2011</td>
<td>01:44 PM</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>

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.

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

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

- Manage each T&C document using these icons.
- To update a document, use the Pencil icon.
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.