



# *New User Energizer* 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](http://www.irbnet.org) and click the New User Registration link.

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

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Comprehensive Solutions

**The Industry's Most Complete Solution**  
IRBNet's unmatched suite of electronic solution Administrators, Committee Members, Research management and oversight tools support your IRB, IACBC, 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.

**Registration**

**Account Information**

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

This step 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

\* 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**

Metropolitan University, Frederick, MD

Select your Organization \*

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.

**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 *	<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"/>						

\* required fields

*Note: A red arrow points from the 'Email' field to the yellow callout box below.*

✓ 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.

**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.

**User Account Information and Password (Edit)**

User Name	jrresearcher
First Name	John
Last Name	Researcher

**Affiliations**

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

**Callout 1:** Click "Register" and continue. An automated activation email will be sent to your email address.

**Callout 2:** 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.

Continue

✓ 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](http://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.

## User Profile

### Your User Profile

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

if you add or update an affiliation you will be sent an activation email to your contact email address. You must click the link in the activation email to confirm your changes.

### 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)

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com

[Send me an activation email](#)

### Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other documents. Documents added to your profile, your training and credentials can be easily linked to your projects from the IRBNet interface by your project teams and can be quickly accessed and tracked by the boards that review your applications. This permit you to directly submit your training and credentials without requiring you to link these documents to your profile.

*There are currently no documents in your profile.*

Add New Record

- ✓ 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 **IRBNet**

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.

The screenshot shows the IRBNet interface for entering record information. The page title is "Training & Credentials Record" and the profile owner is "John Researcher". The form includes fields for Document Type (set to CV/Resume), Description (My CV), Credits/Credit Hours (if applicable), Effective Date (05/03/2011), Expiration Date, and File. The File field has a "Browse..." button. Below the form are "Attach" and "Cancel" buttons. Annotations include red circles around the "Attach" and "Browse..." buttons, and yellow callout boxes with checkmarks providing instructions: "Click Attach to upload the document." and "Click Browse to select the correct T&C document to upload." A legend indicates that an asterisk (\*) denotes required fields.



# Submit T&C Documents

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

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

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.

[Show all Versions](#)

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	 <a href="#">Submit</a>

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.

Other Tools

Forms and Templates

**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)

Telephone Number (123)	456-7890
Email	irbdefault@mailinator.com

**Training & Credentials**

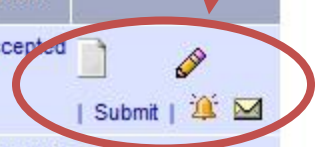
IRBNet allow  
added to you  
by your proje  
permit you to

✓ 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.

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	
47.1	CV/Resume	My CV		05/03/2011		05/18/2011 02:26 PM	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.