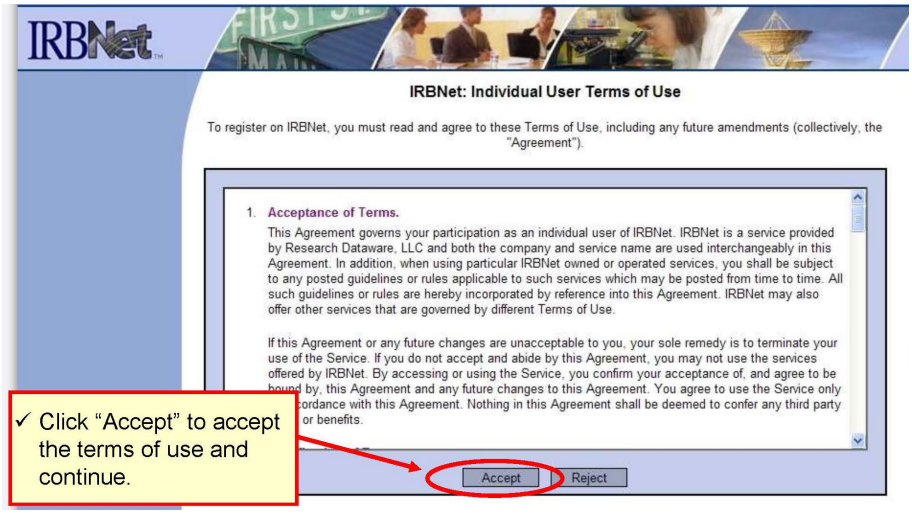
MINNESOTA STATE UNIVERSITY MOORHEAD

Institutional Review Board (IRB)
IRBNet New User Registration

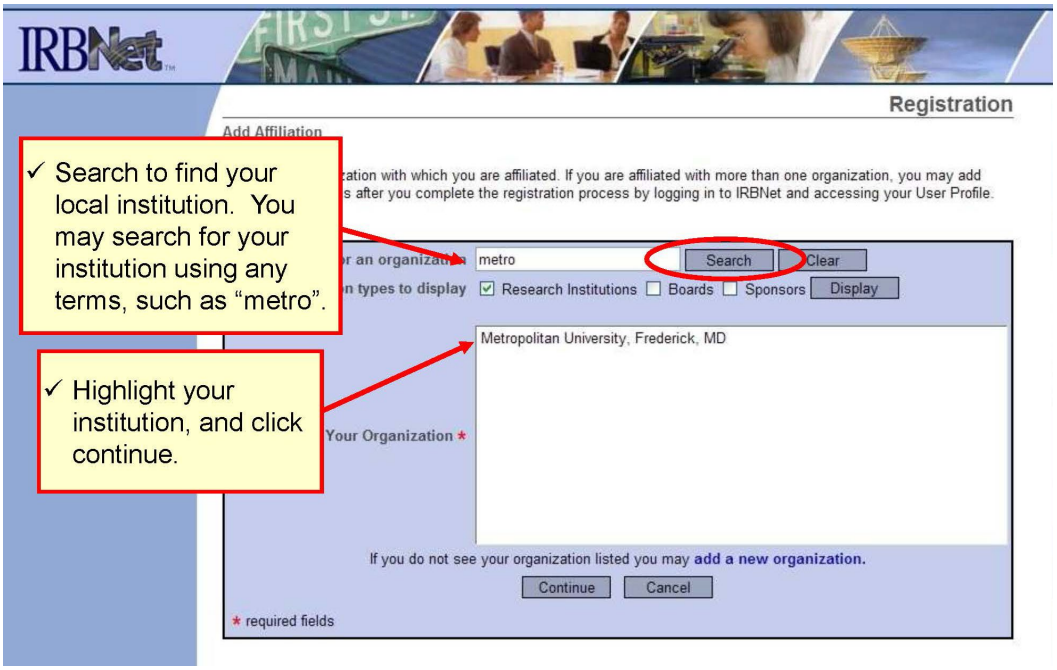
1. Go to www.irbnet.org and click the "New User Registration" link.
   If you have forgotten your password click the "Forgot Your Password" link.

2. Basic Account Information
   - Fill out your first and last name, choose a username and password. Always use your proper name with standard capitalization as this is information is used throughout the system.
   - Password must contain 8 (eight) characters.

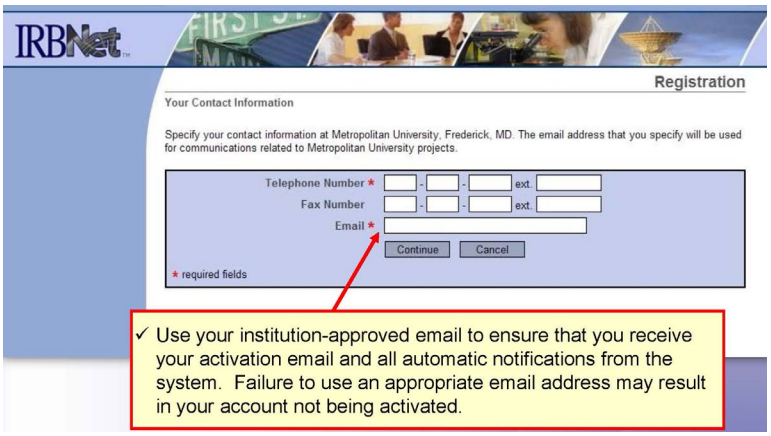
3. Click “Accept” to accept the terms of use and continue. All IRBNet users must agree to the Individual Terms of Use in order to register.



4. Add Your Affiliation (Organization) Information
   - Click “Search” to find our institution MSUM. You may search for MSUM using terms like “MSU Moorhead”, “MSUM
   - Highlight the correct institution name
   - Click “Continue”

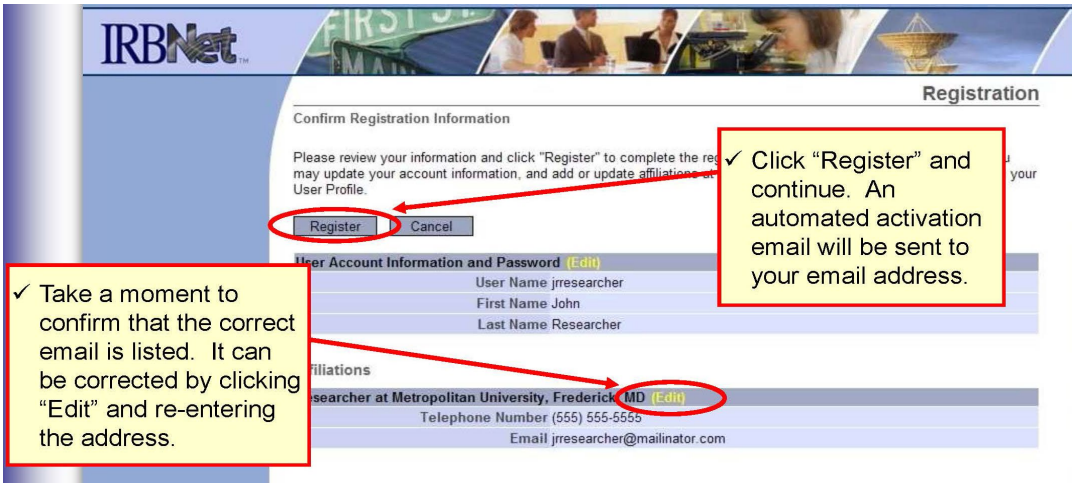


5. Fill in your contact information. Be sure to use your institution-approved email address to ensure that you receive your activation email and all automatic notifications from IRBNet. Failure to use an appropriate email address may result in your account not being activated.

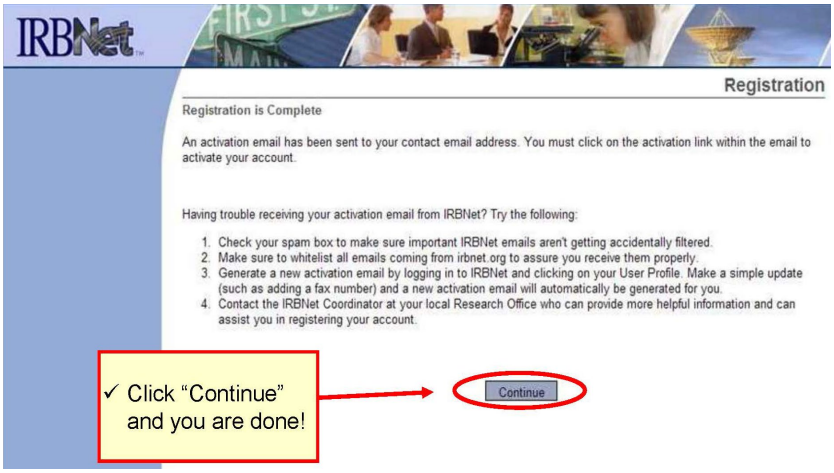


6. Verify that the information you have entered is correct. If any fields need to be edited click on the "(Edit)" link.

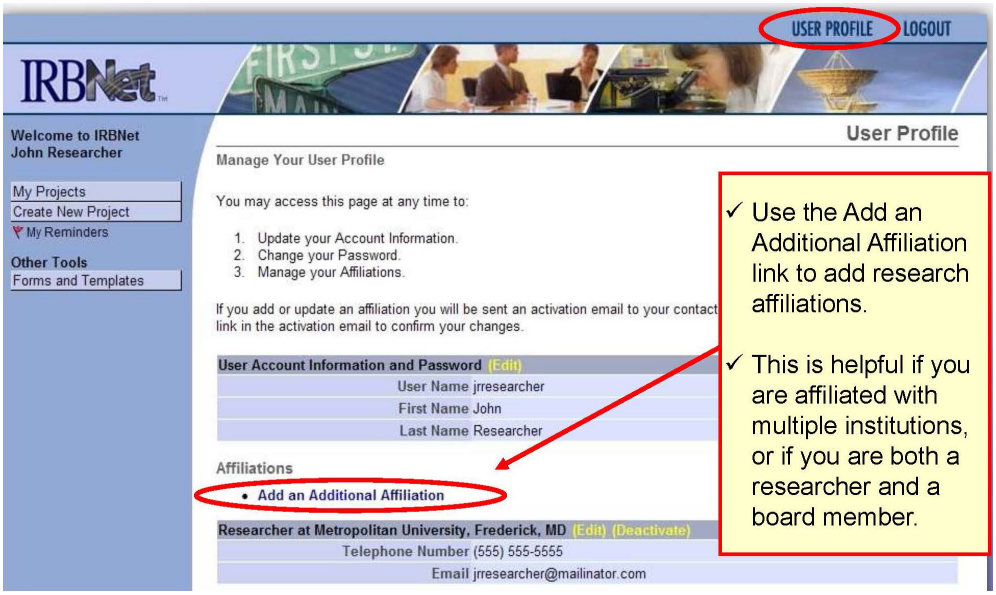
7. Click "Register"



8. An activation email will be sent to your registered email address. You will need to click the link within the email to activate your account. Click "Continue".



9. You can add an affiliation to your account which is helpful if you are affiliate with multiple institutions or if you are a researcher and a board member. Click on the “User Profile” link and then click on “Add an Additional Affiliation”.



If you have questions or need assistance please contact the Institutional Review Board mnstate.edu/irb/contact.aspx