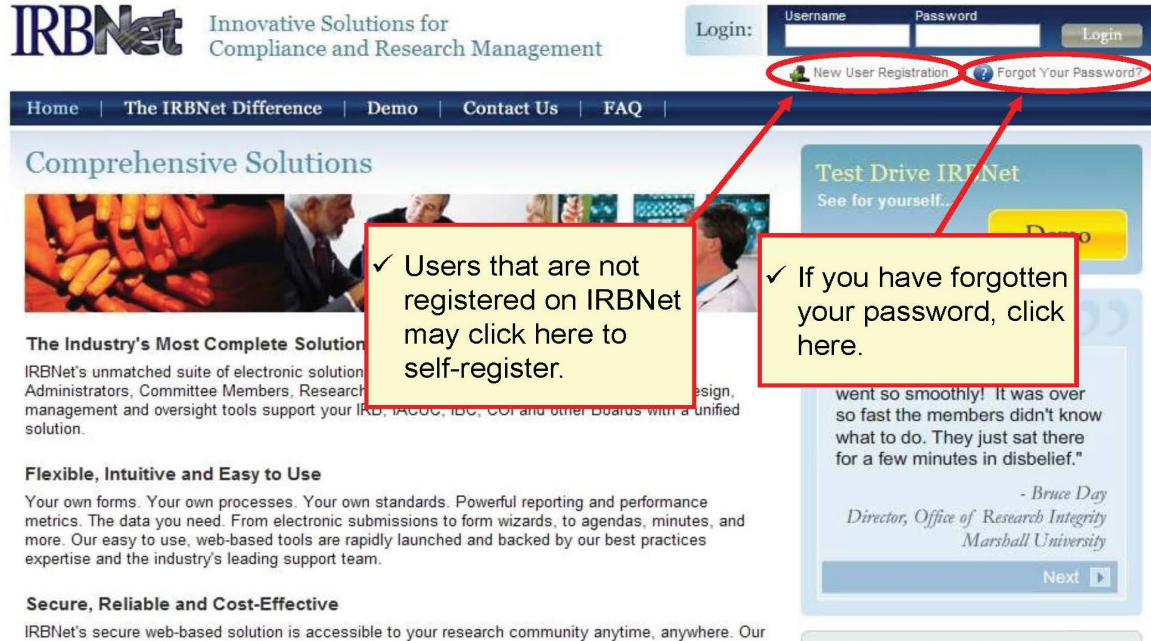


- Go to www.irbnet.org and click the “New User Registration” link.
If you have forgotten your password click the “Forgot Your Password” link.



IRBNet Innovative Solutions for Compliance and Research Management

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Comprehensive Solutions

Test Drive IRBNet
See for yourself.

✓ Users that are not registered on IRBNet may click here to self-register.

✓ If you have forgotten your password, click here.

The Industry's Most Complete Solution
IRBNet's unmatched suite of electronic solutions for IRB Administrators, Committee Members, Research Managers, and Oversight Tools support your IRB, IACUC, 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

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

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 information is used throughout the system.
- Password must contain 8 (eight) characters.



Registration

Account Information

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

The first 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

Continue Cancel

* required fields

✓ Always use your proper name, with standard capitalization as this information is used throughout the system.

✓ Passwords 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.

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 or benefits.

✓ Click "Accept" to accept the terms of use and continue.

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"

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

Organization types to display: Research Institutions Boards Sponsors

Metropolitan University, Frederick, MD

Your Organization *

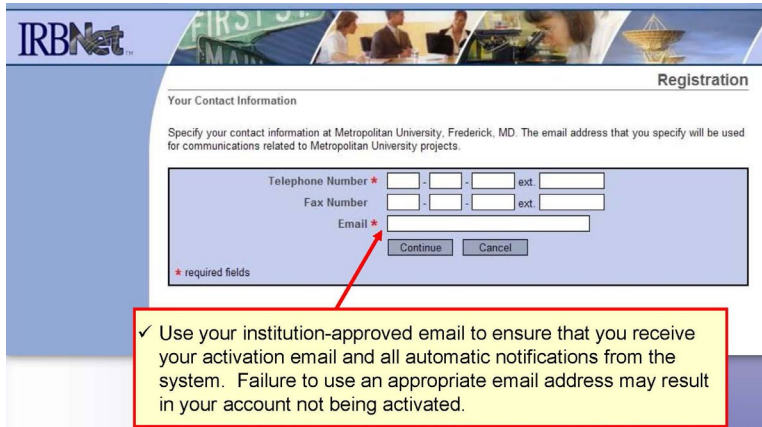
If you do not see your organization listed you may [add a new organization](#).

* 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.

- 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.



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.

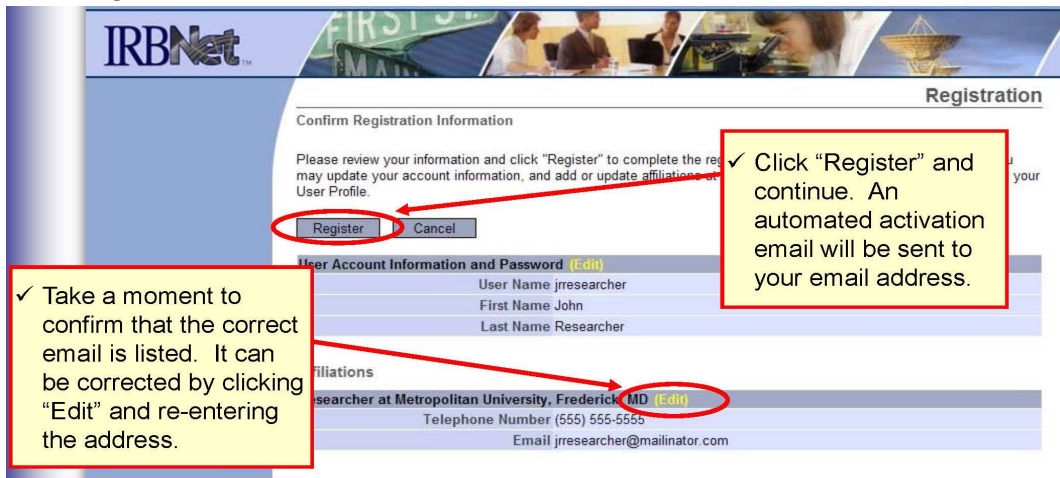
Fax Number - - ext.

Email *

* 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.

- Verify that the information you have entered is correct. If any fields need to be edited click on the “(Edit)” link.
- Click “Register”



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 from your User Profile.

User Account Information and Password [\(Edit\)](#)

User Name jresearcher
First Name John
Last Name Researcher

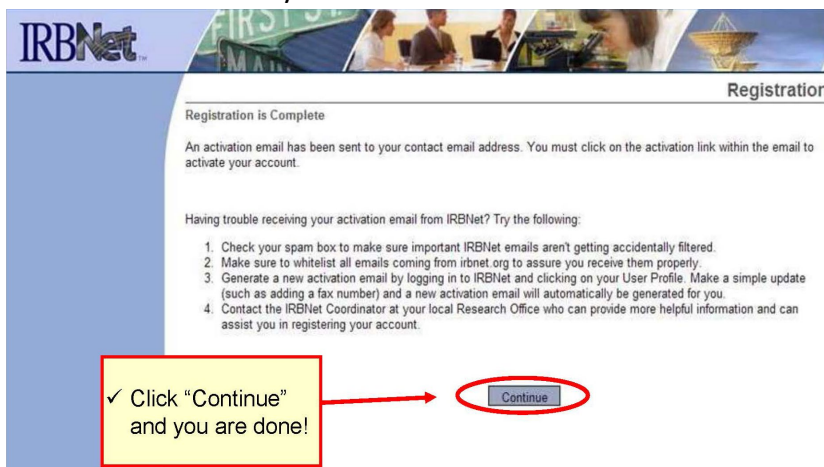
Affiliations

Researcher at Metropolitan University, Frederick, MD [\(Edit\)](#)
Telephone Number (555) 555-5555
Email jresearcher@mailinator.com

✓ 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.

- 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”.



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.

✓ Click “Continue” and you are done!

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”.

USER PROFILE **LOGOUT**

IRBNet

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:

1. Update your Account Information.
2. Change your Password.
3. Manage your Affiliations.

If you add or update an affiliation you will be sent an activation email to your contact 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)

Telephone Number (555) 555-5555
Email jrresearcher@mailinator.com

✓ 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.

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