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 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.

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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

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

...ep 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

Individual Terms of Use

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

✓ 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.

✓ Search to find your local institution. You may search for your institution using any terms, such as "metro".

✓ Highlight your institution, and click continue.

IRBNet

Registration

Add Affiliation

...zation with which you are affiliated. If you are affiliated with more than one organization, you may add ...ns after you complete the registration process by logging in to IRBNet and accessing your User Profile.

...or an organization metro   [Search] [Clear]

...on types to display ☑ Research Institutions ☐ Boards ☐ Sponsors [Display]

Metropolitan University, Frederick, MD

...our Organization *

If you do not see your organization listed you may **add a new organization.**

[Continue] [Cancel]

* required fields

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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.

✓ 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.

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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.

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.
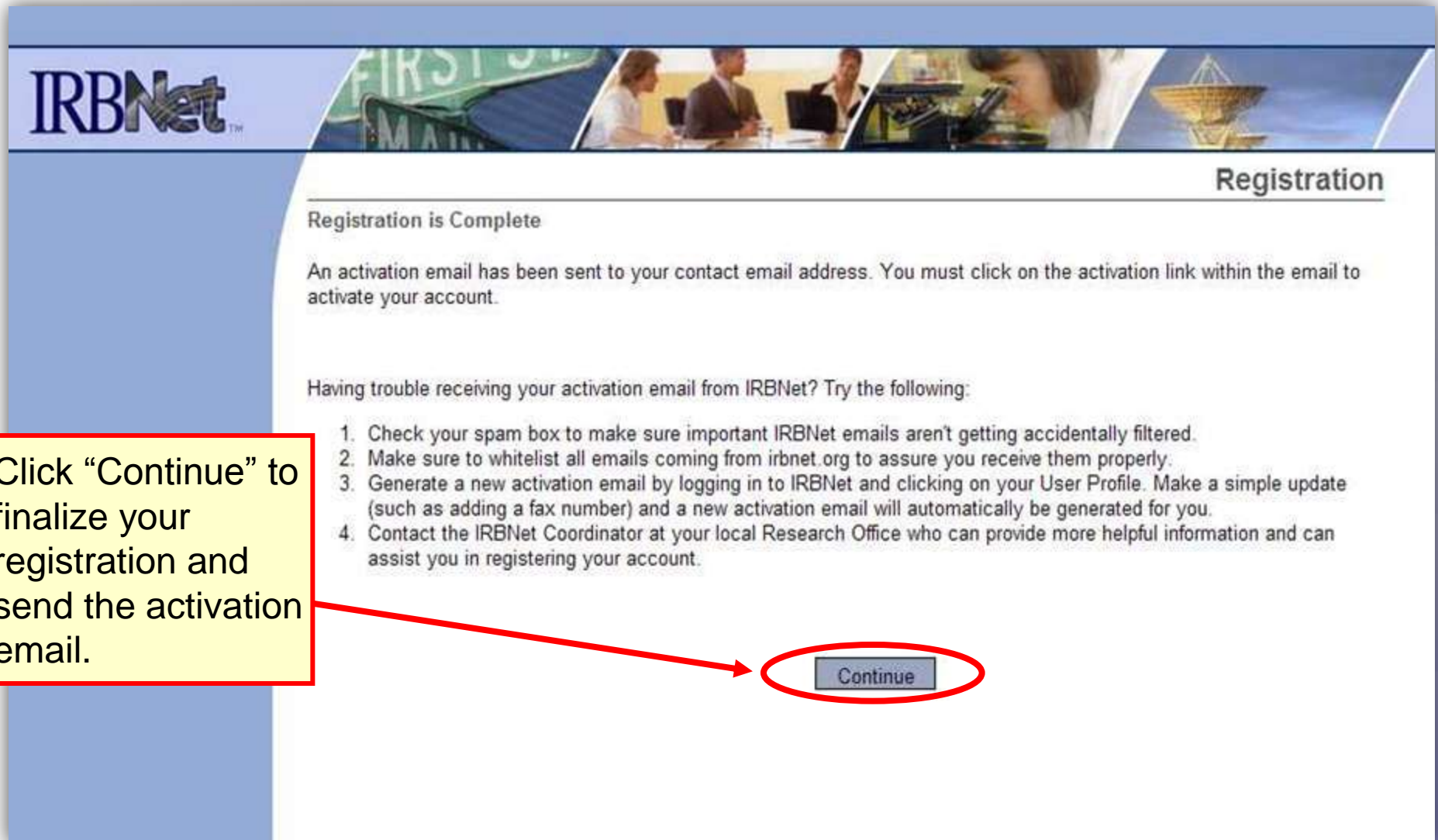
✓ Click "Continue" to finalize your registration and send the activation email.

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.

✓ Click the link to complete your activation.

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

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.

User Profile

Your User Profile

access this page at any time to update your account information, change your password, manage your affiliations age 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 he link in the activation email to confirm your changes.

count Information and Password (Edit)

User Name	jrresearcher
First Name	John
Last Name	Researcher

Affiliations

• Add an Additional Affiliation

| Send me an activation email |

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 added to your profile, your training and credentials can be easily linked to your projects by your project teams and can be quickly accessed and tracked by the boards that rev permit you to directly submit your training and credentials without requiring you to link t

There are currently no documents in your profile.

Add New Record

✓ Click the "Send me an activation email" link to trigger an additional activation email to your registered email address.

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Add Training & Credential Records

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	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 ...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.
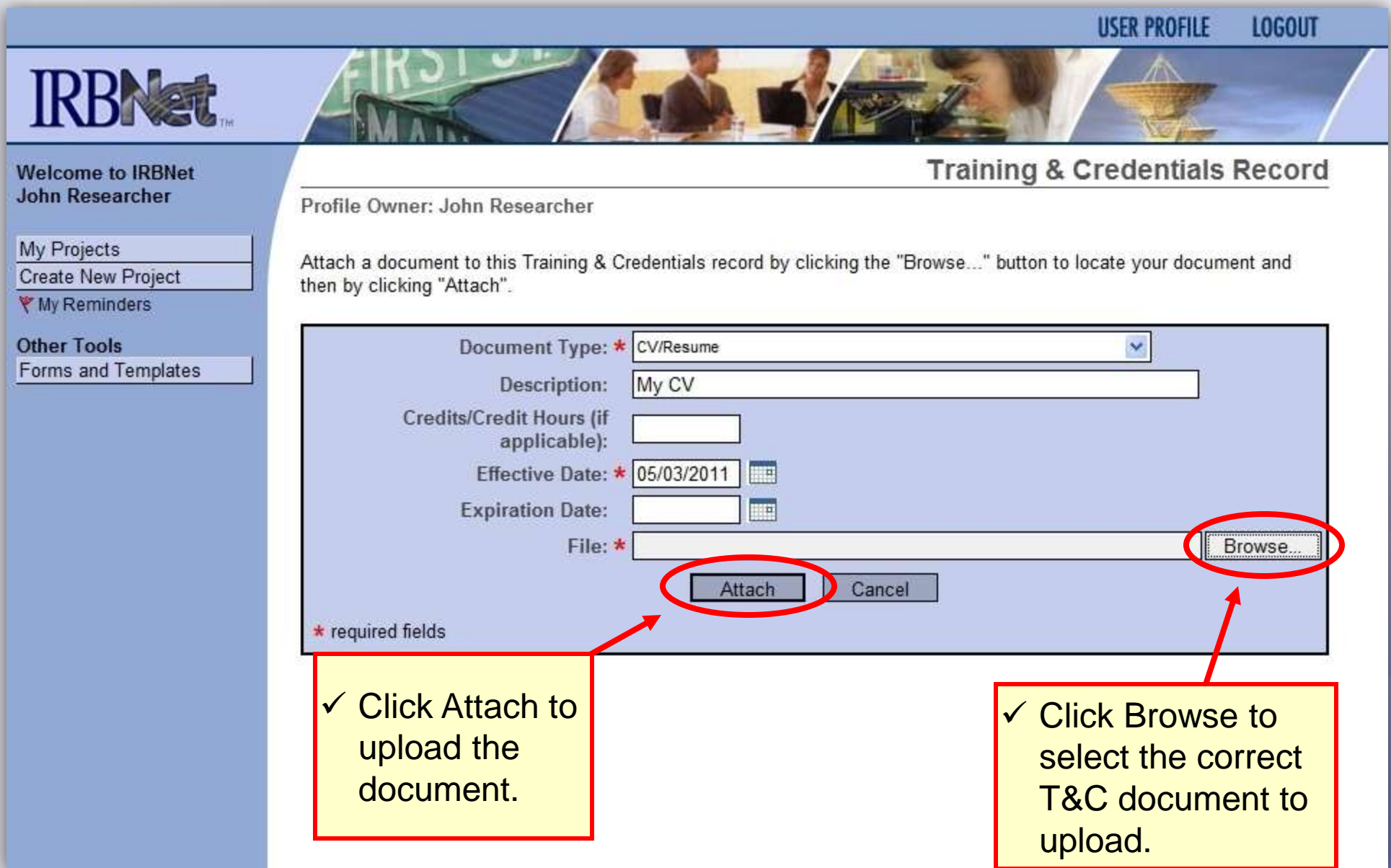
✓ Click here to upload T&C documents.

There are currently no documents in your profile.

Add New Record

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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.

USER PROFILE   LOGOUT

Training & Credentials Record

Welcome to IRBNet
John Researcher

Profile Owner: John Researcher

My Projects
Create New Project
My Reminders

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

Other Tools
Forms and Templates

Document Type: * CV/Resume
Description: My CV
Credits/Credit Hours (if applicable):
Effective Date: * 05/03/2011
Expiration Date:
File: *   Browse...

Attach   Cancel

* required fields

✓ 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.

My Projects
Create New Project
🚩 My Reminders

Other Tools
Forms and Templates

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	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, resume... 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 th... permit you to directly submit your training and credentials without requiring you t...

✓ 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	📄 ✏️ ✖		Submit	🔔

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[s] ... [r]esumes and other pers[onal] added to you[r] ... [y]our projects from the D[...] by your proje[...] [ca]rds that review your pr[...] permit you to [...] you to link these recor[...]

✓ Manage each T&C document using these icons.

✓ To update a document, use the Pencil icon.

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

| Show all Versions |

⚑ 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	📄	✏️
								Submit | 🔔 ✉️	
47.1	CV/Resume	My CV			05/03/2011	05/18/2011 02:26 PM	Accepted	📄	✏️
								Submit | 🔔 ✉️	

Add New Record

Where to Get Help...

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.