



# *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 <http://irbnet.org> and click the New User Registration link.

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

Login: Username Password Login

[New User Registration](#) [? Forgot Your Password?](#)

Home | The IRBNet Difference | Demo | Contact Us | FAQ

## 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, email address and select your research institution using the dropdown menu. Then choose a username and password.

Welcome to IRBNet

Register Now

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

**Do you have an existing account?** Registering is a simple two step process:

Complete the registration information below. Once you register you will automatically be sent an activation email to verify that your email address is valid.

Click on the link contained within your activation email to verify that your email address is valid and to activate your account.

First Name:

Last Name:

Email Address:

Verify Email Address:

Phone Number:

Your Research Institution or Organization:

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

Choose a Username and Password for your new account. You can use this Username and Password to access Internet services.

Username:

Password:  ?

Verify Password:

✓ Passwords must be at least 8 (eight) characters.

✓ Passwords cannot contain your username.

✓ Passwords cannot be a common word or an easily guessed value.



# Individual User Terms of Use



All IRBNet users must agree to the Individual User 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.



# Registration Complete



Once you Accept the Terms of Use, 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.

The screenshot shows the IRBNet user interface. At the top right, there are links for 'USER PROFILE' and 'LOGOUT'. The main content area displays a 'Welcome to IRBNet' message for 'Marc Researcher'. Below the welcome message, it states: 'Your account has not yet been activated. To activate your account, click on the link in the activation email that has been sent to your contact email address at: marc.researcher@mailinator.org'. A red circle highlights the word 'here' in the text: 'Click **here** to request another activation email, change your contact email address or to make other updates to your User Profile'. Below this, it says 'You must activate your account to access IRBNet.' At the bottom right, there is a link for 'IRBNet Home'. A yellow callout box with a red border points to the 'here' link, containing the text: '✓ Click "here" to request an additional 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.

- ✓ 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**  
| [Account Messages](#) |

to update your account information, change your password, manage your affiliations  
our Training & Credentials records.

| [Update](#) |

er      **Recovery Email:** marc.researcher@gmail.com  
**Recovery Phone:**

### Affiliations

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.

▶ [Add an Additional Affiliation](#)

| [Update](#) | [Send me an activation email](#) |

**Researcher at Emerald City University Frederick, MD (Inactive)**

Email marc.researcher@mailinator.org

**Researcher at Metropolitan University, Frederick, MD**

Email marc.researcher@mailinator.org

### External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile, then external information such as training records can be added to your IRBNet profile.

| [Learn More](#) |

▶ [Add an External Account](#)

- ✓ 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.

[| Update](#) | [Deactivate](#) |

**Researcher at Metropolitan University, Frederick, MD**

Email [marc.researcher@mailinator.org](mailto:marc.researcher@mailinator.org)

## External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet.

[| Learn More](#) |

[▶ Add an External Account](#)

*There are currently no external accounts in your profile.*

## Training & Credentials

✓ Click here to upload T&C documents.

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 by 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.

[▶ Add a New Training & Credentials Record](#)

*There are currently no documents in your profile.*



# 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 contains the following fields:

- Document Type: \* CV/Resume (dropdown menu)
- Description: My CV (text input)
- Credits/Credit Hours (if applicable): (empty text input)
- Effective Date: \* 05/03/2011 (calendar icon)
- Expiration Date: (empty text input with calendar icon)
- File: \* Choose File | No file chosen (file selection button)
- Buttons: Attach, Cancel

Annotations include:

- A red circle around the "Choose File" button with an arrow pointing to a yellow box: "✓ Click 'Choose File' to select the correct T&C document to upload."
- A red circle around the "Attach" button with an arrow pointing to a yellow box: "✓ Click 'Attach' to upload the document."
- A red asterisk next to the "File:" label with an arrow pointing to a legend: "\* required fields".



# Submit T&C Documents

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

[| Update](#) | [Deactivate](#) |

|   |
|---|
| <b>Researcher at Metropolitan University, Frederick, MD</b> |
| Telephone Number (123)-456-7890                             |
| Email marc.researcher@mailinator.org                        |

### External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet.

[| Learn More](#) |

[▶ Add an External Account](#)

*There are currently no external accounts in your profile.*

✓ Click "Submit" to submit the document to your committee.

### Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

[▶ Add a New Training & Credentials Record](#)

[| Show all Versions](#) |

| Doc ID   | Document Type | Description | Cr | Effective Date | Expiration Date | Last Modified       | Status        |                         |
|----------|---------------|-------------|----|----------------|-----------------|---------------------|---------------|-------------------------|
| 558836.1 | CV/Resume     | My CV       |    | 12/01/2025     |                 | 12/01/2025 12:13 PM | Not Submitted | <br><span>Submit</span> |



# Manage your User Profile

Upload additional T&C documents as needed and keep your existing documents up to date as credentials change.

## External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet.

[| Learn More |](#)

[▶ Add an External Account](#)

*There are currently no external accounts in your profile.*

- ✓ To update a document, use the Pencil icon.
- ✓ The bell icon shows Messages and Alerts.
- ✓ Message coordinators using the envelope icon.

## Training & Credentials

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

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

### Credentials Record

[| Show all Versions |](#)

| Doc ID  | Document Type   | Description      | Cr | Effective Date | Expiration Date | Last Modified       | Status   |                                |
|---------|---|------------------|----|----------------|-----------------|---------------------|----------|--------------------------------|
| 79811.1 | CV/Resume   | My CV            |    | 06/01/2020     |                 | 06/01/2020 10:24 AM | Accepted | <br><a href="#">  Submit  </a> |
| 79813.1 | CITI 3. Principal Investigator Biomedical Research - Basic Course | My Citi Training |    | 06/16/2020     | 07/28/2020      | 06/16/2020 12:57 PM | Accepted | <br><a href="#">  Submit  </a> |



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.