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

IRBNet

To begin the registration process, go to http://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.

Basic Account Information

IRBNet

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

e 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.

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

Field	Value
First Name:	
Last Name:	
Email Address:	
Verify Email Address:	
Phone Number:	
Your Research Institution or Organization:	Emerald City Research, Seattle, WA

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

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

✓ Passwords must be at least 8 (eight) characters.
✓ Passwords cannot contain your username.
✓ Passwords cannot be a common word or an easily guessed value.

Field	Value
Username:	
Password:	❓
Verify Password:	

[Continue] [Cancel]

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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: 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.

Accept   Reject

✓ 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.

USER PROFILE   LOGOUT

IRBNet

Welcome to IRBNet

**Welcome to IRBNet
Marc Researcher**

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

Click **here** to request another activation email, change your contact email address or to make other updates to your User Profile.

You must activate your account to access IRBNet.

IRBNet Home

✓ 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

✓ Click the link to complete your activation.

Congratulations, you are now a member of the National Research Network!

Manage Affiliations

IRBNet

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 ur 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

| Update | Deactivate |

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 p to your IRBNet profile, then external information such as training records can be au
| 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

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

...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 ...d 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.

▸ **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.

✓ Click "Attach" to upload the document.

✓ Click "Choose File" to select the correct T&C document to upload.

Submit T&C Documents

IRBNet

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

| Update | Deactivate |

Researcher at Metropolitan University, Frederick, MD

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	Submit

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 p̶ added to your profile, your training and credentials can be easily linked to your projects from th̶ 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.

dentials Record

> ✓ 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		
	79811.1	CV/Resume	My CV		06/01/2020		06/01/2020 10:24 AM	Accepted	📄 🗐 ✏️	Submit | 🔔 ✉️
	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	📄 🗐 ✏️	Submit | 🔔 ✉️

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.