

IRBNet New User Registration



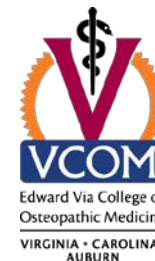
Edward Via College of
Osteopathic Medicine

VIRGINIA • CAROLINAS
AUBURN

This document 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 and Credential records
- Maintain your Training and Credential records on an on-going basis

IRBNet: New User Registration



To begin the registration process, go to www.irbnet.org and click the New User Registration link.

The screenshot shows the IRBNet website homepage. At the top left is the IRBNet logo and the tagline 'Innovative Solutions for Compliance and Research Management'. To the right is a login form with fields for 'Username' and 'Password', and a 'Login' button. Below the login form are links for 'New User Registration' and 'Forgot Your Password?'. A red arrow points from the 'New User Registration' link to the 'Test Drive IRBNet' section. The main navigation bar includes links for 'Home', 'The IRBNet Difference', 'Demo', 'Contact Us', and 'FAQ'. The main content area features a 'Comprehensive Solutions' section with a collage of images showing people in a meeting and a doctor. Below this is the heading 'The Industry's Most Complete Solution' and a paragraph describing IRBNet's services. To the right is a 'Test Drive IRBNet' section with a 'Demo' button and a 'Satisfied Members' section with a quote.



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 solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

Test Drive IRBNet

See for yourself...

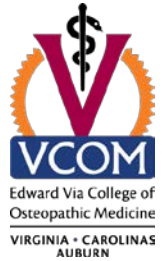
Demo

Satisfied Members

"Our first electronic meeting 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."

IRBNet: Basic Account Information

*Fill out your first and last name, and choose a username and password.
Confirm your password and click continue.*



Registration

New User Account Information

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

The first step is to enter your basic account information and create your IRBNet Username and Password.

First Name *

Last Name *

Username *

Password *

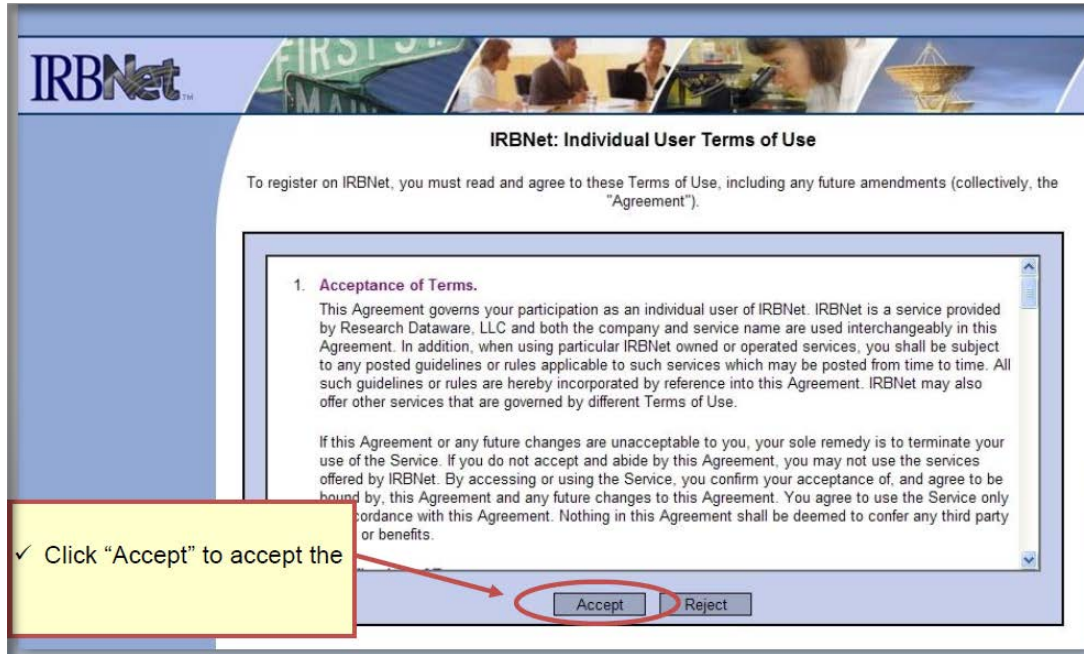
Confirm Password *

Password Hint

* required fields

IRBNet: Individual Terms of Use

All IRBNet users must agree to the Individual Terms of User 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").

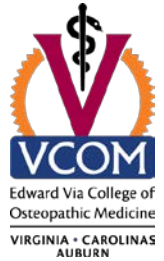
1. Acceptance of Terms.

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 or benefits.

✓ Click "Accept" to accept the

IRBNet: Select Your Organization



Search for and select “Edward Via College of Osteopathic Medicine, Blacksburg VA.”
NOTE: All VCOM campuses and collaborators (even if not faculty/staff/student of VCOM) MUST select “Edward Via College of Osteopathic Medicine, Blacksburg, VA” as an affiliation.
For further explanation, contact the VCOM IRB administrative office.

Add Affiliation

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

Search for an organization

Organization types to display Research Institutions Boards Sponsors

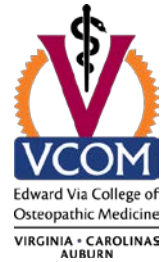
Your Organization *

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

* required fields

IRBNet: Contact Information

Fill in your contact information. Be sure to use a valid email address accessed regularly. You will need to be able to receive emails from IRBNet in order to activate your account.



Registration

Your Contact Information

Specify your contact information at Edward Via College of Osteopathic Medicine, Blacksburg, VA. The email address that you specify will be used for communications related to Edward Via College of Osteopathic Medicine projects.

Telephone Number * - - ext.

Fax Number - - ext.

Email *

Verify Email *

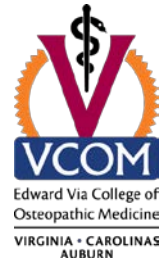
Continue

Cancel

* required fields

IRBNet: Finalize Registration

Verify that the information you have entered is correct and click Register. If any of the fields need to be edited, you may do so using the yellow "Edit" links.



Registration

Confirm Registration Information

Please review your information and click "Register" to complete the registration process. After you have registered, you may update your account information, and add or update affiliations at any time by logging in to IRBNet and accessing your User Profile.

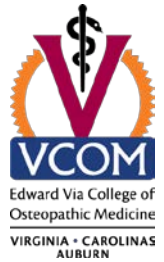
User Account Information and Password (Edit)
Username test1
First Name Dec
Last Name Gee

Affiliations

Researcher at Edward Via College of Osteopathic Medicine, Blacksburg, VA (Edit)
Telephone Number (540) 282-8425
Email trainingirb17@yahoo.com

IRBNet: 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.***



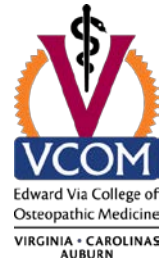
Registration is Complete

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. Request a new activation email by logging in to IRBNet and clicking on the "Send me an activation email" link within your User Profile.
4. Contact the IRBNet Coordinator at your local Research Office who can provide additional helpful information and can assist you in registering your account.

IRBNet: Complete Activation



Visit the inbox of your registered email address and click the link within the “IRBNet Activation Required” email to activate your account. If you did not receive an activation email, please check your spam folder.

● **activation@irbnet.org**

To trainingirb17@yahoo.com

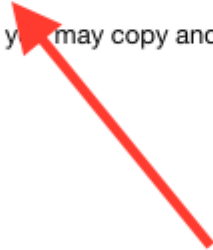
Welcome to IRBNet!

Please confirm your affiliation with Edward Via College of Osteopathic Medicine by clicking on the following link:
<https://training.irbnet.org:443/training/public/act.jsp?i=830675&a=Ab9KcmYJxQ>

If you cannot click on the above link, you may copy and paste the link into your browser to confirm your affiliation.

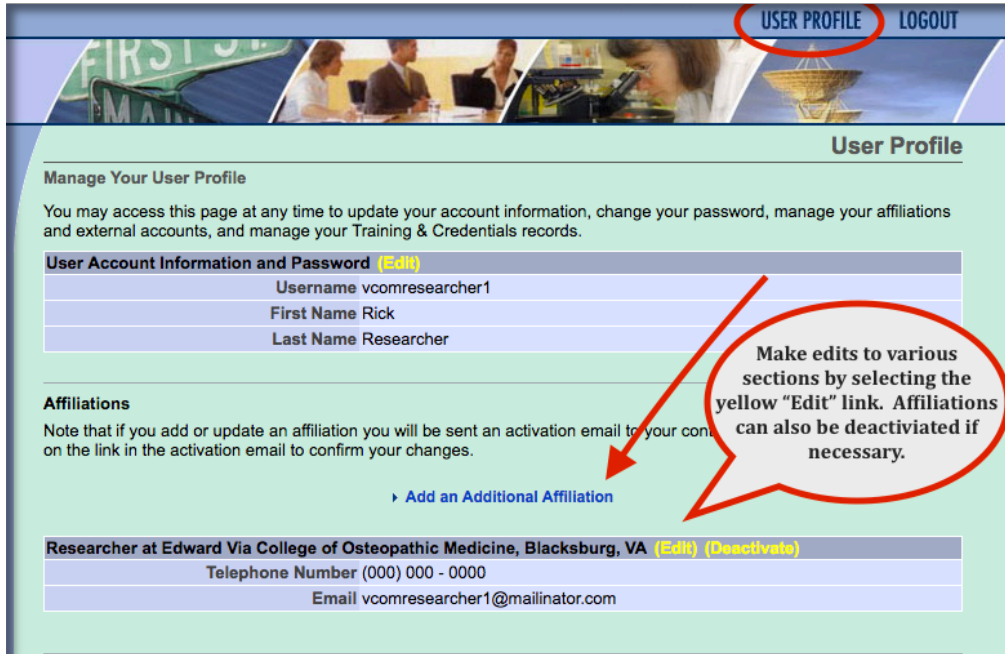
Thank you,
The IRBNet Support Team

www.irbnet.org



IRBNet: Manage Affiliations

From the User Profile page you can add additional affiliations and trigger additional activation emails, if needed.



USER PROFILE LOGOUT

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 external accounts, and manage your Training & Credentials records.

User Account Information and Password (Edit)	
Username	vcomresearcher1
First Name	Rick
Last Name	Researcher

Affiliations

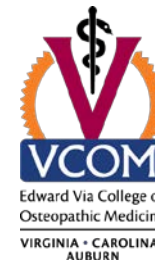
Note that if you add or update an affiliation you will be sent an activation email to your contact email address. Click on the link in the activation email to confirm your changes.

[Add an Additional Affiliation](#)

Researcher at Edward Via College of Osteopathic Medicine, Blacksburg, VA (Edit) (Deactivate)	
Telephone Number (000) 000 - 0000	
Email	vcomresearcher1@mailinator.com

Make edits to various sections by selecting the yellow "Edit" link. Affiliations can also be deactivated if necessary.

IRBNet: Add Training & Credential Records



Upload appropriate training & credential (T&C) documents to your User Profile, as required by your local institution.

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 external accounts, and manage your Training & Credentials records.

User Account Information and Password (Edit)

Username	test1
First Name	Dee
Last Name	Gee

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](#)

Researcher at Edward Via College of Osteopathic Medicine, Blacksburg, VA (Edit) (Deactivate)

Telephone Number	(540) 282-8425
Email	trainingirb17@yahoo.com

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

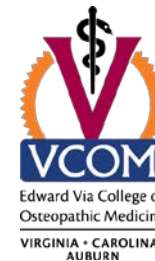
IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked 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](#)

There are currently no documents in your profile.

- **!! VCOM does not subscribe to the “link external account” feature in the middle of the page !!**
- **Click at the bottom on “Add New Training & Credentials Record” at the bottom**
- VCOM requires the following:
 - a) CITI Basic Protection of Human Research Subjects training;
 - b) CV, Resume, NIH Style Bio Sketch or Experience Statement

IRBNet: Enter Record Information



Enter the appropriate information and select the correct T&C document by browsing your computer or media drive. Be sure to enter the accurate effective and expiration date from the certificate if applicable and click "Attach". Repeat for multiple documents.

Training & Credentials Record

Profile Owner: Dee Gee

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

Document Type: * CITI Training

Description:

Credits/Credit Hours (if applicable):

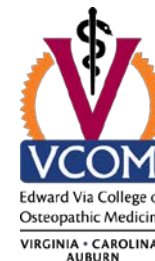
Effective Date: * 11/01/201

Expiration Date:

File: * Test CITI Cert.pdf

* required fields

IRBNet: Submit T&C Documents



Submit uploaded T&C documents to the correct committee [Edward Via College of Osteopathic Medicine Institutional Review Board] by clicking "Submit".

▶ Add a New Training & Credentials Record

| Show all Versions |

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
20251.1	▼ CITI Training	Test CITI Cert.pdf		11/01/2017		11/01/2017 03:32 PM	Not Submitted	   Submit 

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IRBNet: Manage your User Profile

Upload additional T&C documents as needed and keep 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.

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
added to you
by your proje
permit you to

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

resumes and other pers
our projects from the D
ards that review your pr
you to link these recor

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

[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](#)

IRBNet: Where to get help...

Visit the VCOM IRB website for information on the IRB submission process.

<https://www.vcom.edu/institutional-review-board>

Also, The VCOM IRB Administrative office located at the Virginia Campus can offer you assistance and training on IRBNet, as well as advice on how to comply with important local policies and standards as you use IRBNet and develop your IRB application package.

Debbie Geiger, IRB Coordinator and IRBNet Administrator

(540) 232-8425; dgeiger@vcom.edu

Eryn Perry, Director for Research and IRBNet Administrator

(540) 231-1465; eperry@vcom.edu

"Avoid delays...we're a phone call away"

