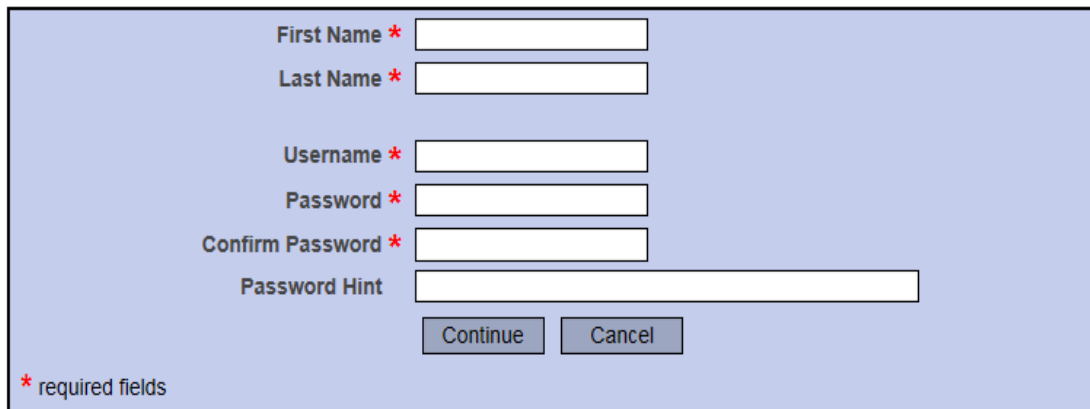# REGISTERING IN IRBNET

**Step 1:** Go to http://www.irbnet.org

**Step 2:** Click on the 'New User Registration' link in the upper right-hand corner of the screen

**Step 3:** Create your username and password. Fill out the required information. Your password must contain 8 characters. Click 'Continue'
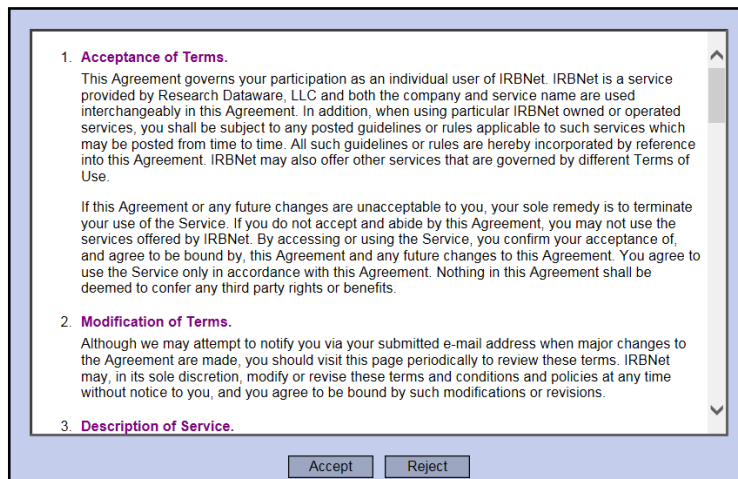


**Step 4:** Read and Accept the Individual User Terms of Use

**Step 5:** To add your affiliation, either type or select '**University of Denver (Colorado Seminary), Denver, CO**' in the search box or organization box. Click '**Continue**'

Registration

**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 [orado Seminary), Denver, CO] [Search] [Clear]

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

Your Organization *

University of CT Health Center, Farmington, CT
University of Dayton, Dayton, OH
University of Delaware, Newark, DE
**University of Denver (Colorado Seminary), Denver, CO**
University of Erciyes, Kayseri / TURKEY, PA
University of Evansville, Evansville, IN
University of Findlay, Findlay, OH
University of Florida - Jacksonville, Jacksonville, FL
University of Florida, Gainesville, FL
University of Georgia, Athens, GA
University of Guelph, Guelph , ON
University of Hartford, West Hartford, CT

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

[Continue] [Cancel]

* required fields

**Step 6:** Enter your contact information. Enter the email address you will use to receive communications through the IRBNet system regarding all notifications of IACUC decisions and communications from the IACUC Office about your research. Click '**Continue**'

Telephone Number * [ ] - [ ] - [ ] ext. [ ]
Fax Number * [ ] - [ ] - [ ] ext. [ ]
Email * [ ]
Verify Email * [ ]

[Continue] [Cancel]

* required fields

**Step 7:** Review the information you provided and edit as necessary. When you are satisfied, click 'Register'



**Step 8:** Confirm your IRBNet Registration

**IMPORTANT:** An email will be sent to the email address you provided in Step 7, with 'IRBNet Activation Required' in the subject line. If you do not receive the confirmation in a short period of time then check your junk folder to see if it is there. **You will need to click on the link provided in this registration email in order to activate your account. If you do not activate your account, you will not have access to IRBNet to submit IACUC protocols.** Clicking on the link will take you automatically to the IRBNet homepage.

## Forgot Your Username or Password?

If you have problems activating your account or have forgotten your username or password, please click on the "Forgot your Password?" text in the upper right corner of the IRBNet home page.