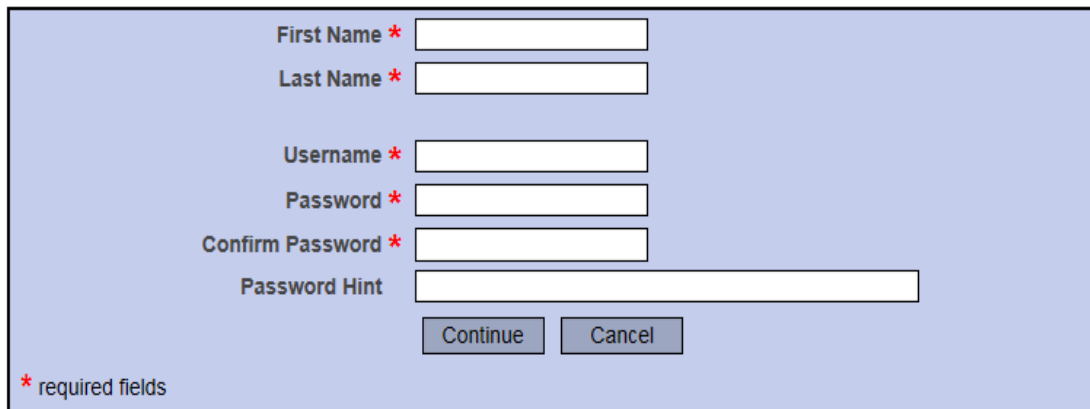


## REGISTERING IN IRBNET

**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'



First Name \*

Last Name \*

Username \*

Password \*

Confirm Password \*

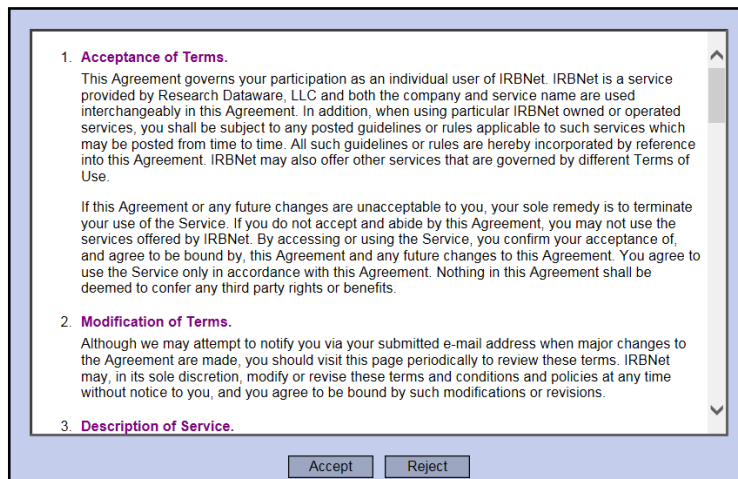
Password Hint

\* required fields

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

### 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.

**2. Modification of Terms.**  
Although we may attempt to notify you via your submitted e-mail address when major changes to the Agreement are made, you should visit this page periodically to review these terms. IRBNet may, in its sole discretion, modify or revise these terms and conditions and policies at any time without notice to you, and you agree to be bound by such modifications or revisions.

**3. Description of Service.**

**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

Organization types to display  Research Institutions  Boards  Sponsors

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](#).

\* 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 \*

\* required fields

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

**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 <a href="#">(Edit)</a>	
Username	DURresearcher
First Name	Du
Last Name	Researcher

**Affiliations**

Researcher at University of Denver (Colorado Seminary), Denver, CO <a href="#">(Edit)</a>	
Telephone Number	(303) 979-5495
Email	milehighwoods@yahoo.com

**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.



The screenshot shows the IRBNet homepage with the following elements:

- Header:** IRBNet logo and tagline "Innovative Solutions for Compliance and Research Management".
- Login:** Fields for Username and Password, and a Login button.
- Navigation:** Links for Home, The IRBNet Difference, Demo, Contact Us, and FAQ.
- Main Content:**
  - "Comprehensive Solutions" section with an image of people in a meeting.
  - "The Industry's Most Complete Solution" text describing IRBNet's services.
  - "Flexible, Intuitive and Easy to Use" text highlighting the user experience.
  - "Test Drive IRBNet" section with a "Demo" button.
  - "Satisfied Members" section featuring a testimonial from Bruce Day, Director of Research Integrity at Marshall University.
- Footer:** A red circle highlights the "Forgot Your Password?" link in the top right corner.