

# IRBNet User Manual

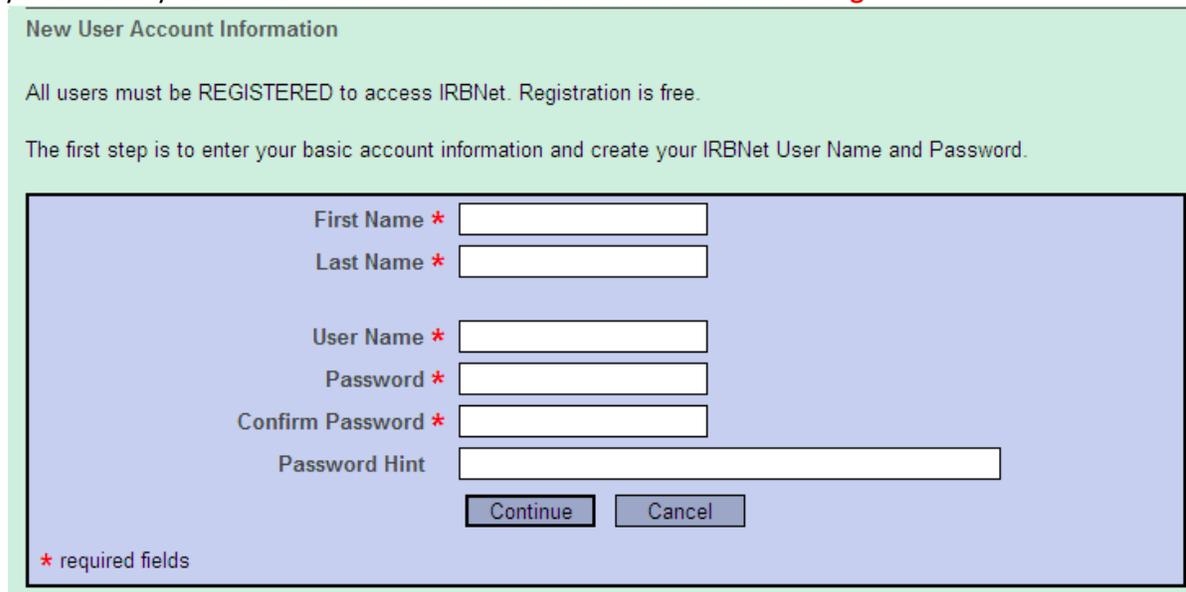
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## **REGISTRATION**

1. Go to irbnet.org
2. In the upper right hand corner, under the login boxes, click the “New User Registration” link.



3. Enter information in all Required Fields (indicated by red stars.) When entering your First Name use only proper names. Do not enter nicknames. The user name and password can be anything that you can easily remember. **Passwords must be at least 8 characters long.**



Registration will be done on an as needed basis, under the discretion of the managers or directors of your department. **To share a project with someone, that person must be registered in IRBNet.**

## 4. Accept the 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.

5. Enter "Florida Hospital" in "Search for an organization" and check the "Research Institutions" box. Highlight "Florida Hospital, Orlando, FL" and click "Continue." Even if you work at another Florida Hospital location, you still need to choose "Florida Hospital, Orlando, FL." **You must choose "Florida Hospital, Orlando, FL" to be able to have projects shared with you.**

Search for an organization

Organization types to display  Research Institutions  Boards  Sponsors

**Florida Hospital, Orlando, FL**

Your Organization \*

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

\* required fields

6. Enter your telephone number and email address. The email entered here will be the one used for all communication via IRBNet. **For Florida Hospital staff, use your FH email address; Non-FH employees can use the email you check most frequently.**

Telephone Number \*  -  -  ext.

Fax Number  -  -  ext.

Email \*

\* required fields

7. The last screen will confirm the information entered. Under the “Affiliations” section, make sure the second box lists “Researcher at Florida Hospital, Orlando, FL.” Click “Register.”

**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)**

User Name	wresearcher
First Name	William
Last Name	Researcher

**Affiliations**

<b>Researcher at Florida Hospital, Orlando, FL (Edit)</b>
Telephone Number (555) 555-5555
Email wresearcher@flhosp.org

8. An email from IRBNet will be sent to the registered email. Check your spam folder if the IRBNet email does not arrive shortly after registering. The email will have a link to confirm registration. Click on the link to go to the IRBNet homepage. Login with your newly created username and password.

## Edit Contact Information

1. If you need to edit your contact information, click on “User Profile” in the upper right hand corner of any screen.



2. The User Profile screen opens. You can edit your information by clicking on either “Edit” links.

A screenshot of the "User Profile" page. The page has a light green background. At the top right, the text "User Profile" is displayed. Below this is the heading "Manage Your User Profile". A paragraph states: "You may access this page at any time to:" followed by a list: "1. Update your Account Information.", "2. Change your Password.", "3. Manage your Affiliations." Below this is a paragraph: "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." There are two main sections: "User Account Information and Password" and "Affiliations". The "User Account Information and Password" section has a table with three rows: "User Name fhresearch1", "First Name Bill", and "Last Name Researcher1". The "Edit" link next to the section title is highlighted with a red box. The "Affiliations" section has a bullet point: "• Add an Additional Affiliation". Below this is a table for the affiliation "Researcher at Florida Hospital, Orlando, FL". The table has three rows: "Telephone Number 999-000-0008" and "Email floridah@mailinator.com". The "Edit" and "Deactivate" links next to the affiliation title are highlighted with a red box.