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

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.
New User Registration

To begin the registration process, go to [gov.irbnet.org](http://gov.irbnet.org) and click the New User Registration link.

- If you have forgotten your password, click here.
- Users that are not registered on IRBNet may click here to self-register.
Always use your proper name, with standard capitalization as this information is used throughout the system.

Passwords must contain 8 (eight) characters.

Fill out your first and last name, and choose a username and password.
Individual Terms of Use

All IRBNet users must agree to the Individual Terms of Use in order to register on the system.

1. Acceptance of Terms.

This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Research Datasphere, 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.

Click “Accept” to accept the terms of use and continue.
Select Your Organization

Search to find your local institution. Contact your local coordinator if you are unclear where you should register.

- Search to find your local institution. You may search for your institution using any terms, such as “metro”.
- Highlight your institution, and click continue.

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

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

specify your contact information at Metropolitan University, Frederick, MD. The email address that you specify will be used for communications related to Metropolitan University projects.

Telephone Number *
Fax Number
Email *

* required fields

✓ Use your institution-approved email to ensure that you receive your activation email and all automatic notifications from the system. Failure to use an appropriate email address may result in your account not being activated.
Finalize Registration

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

✅ Take a moment to confirm that the correct email is listed. It can be corrected by clicking “Edit” and re-entering the address.

✅ Click “Register” and continue. An automated activation email will be sent to your email address.
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.

 ✓ Click “Continue” to finalize your registration and send the activation email.
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.

Click the link to complete your activation.

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

- Click the “Send me an activation email” link to trigger an additional activation email to your registered email address.
Add Training & Credential Records

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

Click here to upload T&C documents.
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 Browse to select the correct T&C document to upload.
Submit T&C Documents

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

and manage your Training & Credentials records.

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: jresearcher
-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

IRBNNet allows you to track and share your training records, certifications, resumes, etc. Each document added to your profile, your training and credentials can be easily linked to your profile and accessed by your project teams and can be quickly accessed and tracked by the boards that permit you to directly submit your training and credentials without requiring you to submit a document to your committee.

Click to submit the document to your committee.
Manage your User Profile

Upload additional T&C documents as needed and keep your 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: jresearcher
- 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 allows you to add projects to your profile. You may add projects from the Directory or projects added to you by your projects' PI to permit you to track, review, and submit documents associated with those projects.

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

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