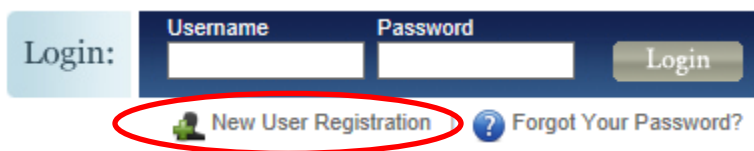


Registering with IRBNet

1. Navigate to <http://www.irbnet.org>

The screenshot shows the IRBNet website homepage. At the top left is the IRBNet logo with the tagline "Innovative Solutions for Compliance and Research Management". To the right is a login box with fields for "Username" and "Password" and a "Login" button. Below the login box are links for "New User Registration" and "Forgot Your Password?". A navigation menu below the logo includes "Home", "The IRBNet Difference", "Demo", "Contact Us", and "FAQ". The main content area features a "Comprehensive Solutions" section with a photo of people in a meeting, followed by three sub-sections: "The Industry's Most Complete Solution", "Flexible, Intuitive and Easy to Use", and "Secure, Reliable and Cost-Effective". On the right side, there is a "Test Drive IRBNet" section with a "Demo" button, a "Satisfied Members" section with a quote from Bruce Day, Director of Research Integrity at Marshall University, and a "2014 Events - Join Us" section.

2. Look for the login box, located in the upper right portion of the website.
3. Click on **New User Registration**.



4. Fill in the information necessary to create your account.

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.

A registration form with the following fields: First Name *, Last Name *, Username *, Password *, Confirm Password *, and Password Hint. Below the fields are two buttons: Continue and Cancel. The Continue button is circled in red. A legend at the bottom left indicates that * denotes required fields.

5. Click **continue** and 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").

The Terms of Use page contains the following sections:
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

At the bottom of the page are two buttons: Accept and Reject. The Accept button is circled in red.

6. Select University of Southern Indiana. To do this, type **University of Southern Indiana** in the **search for an organization** space.

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.

The screenshot shows a web form titled "Add Affiliation". At the top, there is a search bar labeled "Search for an organization" containing the text "University of Southern Indiana". To the right of the search bar are "Search" and "Clear" buttons. Below the search bar, there is a section "Organization types to display" with three checkboxes: "Research Institutions" (checked), "Boards" (unchecked), and "Sponsors" (unchecked). A "Display" button is to the right of these checkboxes. Below this is a list box containing one entry: "University of Southern Indiana (USI), Evansville, IN". To the left of the list box is the label "Your Organization *". Below the list box, there is a message: "If you do not see your organization listed you may [add a new organization](#)." At the bottom of the form are two buttons: "Continue" and "Cancel". The "Continue" button is circled in red. In the bottom left corner, there is a note: "* required fields".

7. Click **continue** and enter your contact information. The e-mail address entered will be the one used to contact you regarding IRB decisions related to your future protocol(s) so make sure it is one you can check OFTEN.

Your Contact Information

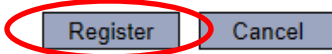
Specify your contact information at University of Southern Indiana (USI), Evansville, IN. The email address that you specify will be used for communications related to University of Southern Indiana (USI) projects.

The screenshot shows a web form titled "Your Contact Information". It contains four input fields: "Telephone Number *", "Fax Number", "Email *", and "Verify Email *". Each field has a corresponding label and an asterisk indicating it is a required field. The "Telephone Number" and "Fax Number" fields are formatted with hyphens and "ext." labels. Below the input fields are two buttons: "Continue" and "Cancel". The "Continue" button is circled in red. In the bottom left corner, there is a note: "* required fields".

8. Confirm that all information that you have entered is correct, and confirm that you are listed as a **Researcher** at the University of Southern Indiana.

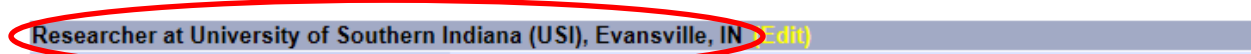
Confirm Registration Information

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	joe.researcher
First Name	Joe
Last Name	Researcher

Affiliations



9. Finalize your registration by clicking **Register** when everything is complete.
10. After completing your registration, you will receive an e-mail from IRBNet. Use the provided link within this e-mail to finalize your registration.

IRBNet Activation Required

Inbox x



activation@irbnet.org
to me ▾

10:05 AM (0 minutes ago) ☆



Welcome to IRBNet!

Please confirm your affiliation with University of Southern Indiana (USI) by clicking on the following link:

<https://www.irbnet.org:443/release/public/act.jsp?i=981555&a=WiyziXZnRM>

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