

# Setting up a profile in IRBNet

If you have completed your CITI training and need to integrate it with IRBNet then **start here to create your IRBNet User Profile**. If you have already done this and only need to upload your CV or résumé then skip to “Adding your CV to IRBNet”

**Note:** If you had a user account in the previous IRB system (eIRB) then you may already have a username that has been transferred to IRBNet. If you find you cannot log in because you have an existing profile but do not remember the username email [hboomer@augusta.edu](mailto:hboomer@augusta.edu) to have the information retrieved. The password can then be reset.

**If this is your first time logging into the IRBNet system, please follow these instructions.**

1. Go to [www.irbnet.org](http://www.irbnet.org). Create one username and one password. If you have difficulty logging in please contact [emresearch@augusta.edu](mailto:emresearch@augusta.edu)

2. In the upper right hand corner of the page click on “New User Registration”. Enter your information into all of the required fields as well as providing a password hint you can remember. **Please be sure to save your username, password, and password hint somewhere you can easily access it later.**



3. Accept the “Terms of Use” by clicking on the “Accept” button. To add your affiliation type Georgia Regents University in the box, click on search, highlight Augusta University (AU), and then click Continue. Or scroll through the drop down menu until you find Augusta University (AU), Augusta, GA, click on it, and then click continue. (You must do this even if you are already affiliated with another institution.)

4. Enter your Contact Information into all of the required fields. Click “Continue”. Confirm the information you entered is correct and click on **REGISTER**. You will now see the “Registration is Complete” page. Click “Continue” and you will be returned to the main page.

5. An activation email will be sent to your email address from [activation@irbnet.org](mailto:activation@irbnet.org). Click on the link in the body of the email. If you do not receive an email check your Junk Mail folder. If you still do not see an email you may return to [www.irbnet.org](http://www.irbnet.org), login (with your login and your password) and request that another email is sent. After activation the link will take you back to IRBNet. **Using this link you must log back in and immediately complete your User Profile by adding your CITI training and CV/résumé.** (It may not work if you log in later or without using the link.)

6. On the IRBNet homepage login by entering your Username and Password and clicking Login. On the top right hand side of the page click on USER PROFILE. You should be on the “Manage Your User Profile page”. Check that your “User Account Information” is correct and that you are “Affiliated” with Georgia Regents University (GRU)/Augusta University (AU).

7. Under “External Accounts” click on “Add an External Account” (in blue in the center of the page). Enter your **CITI Member ID**. Click “Continue”. Your “Status” will be “Unverified” (in red). An activation email will be sent to your email address. Click on the link in the body of the email. After activation the link will take you back to IRBNet. Login, go to your User Profile page, and check that your CITI account status is now “Verified” (in green). It can take up to 72 hours for CITI to certify your training with IRBNet. If you have problems please contact [hboomer@augusta.edu](mailto:hboomer@augusta.edu).

### External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet. | [Learn More](#) |

▶ [Add an External Account](#)

To complete your profile you must add your CV or résumé (with the version date in the header) to your User Profile in IRBNet.

### Adding your CV or résumé to IRBNet:

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1. First, have an up-to-date copy of your CV or résumé in electronic format as a file that you can easily upload. **Make sure the date the CV or résumé was last updated (within the past year) is in the header of the document or it will not be accepted by the IRB.**

2. Click on the blue script at the bottom of the page “Add a New Training & Credentials Record”.

### Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

▶ [Add a New Training & Credentials Record](#)

3. On the "Document Type" drop down menu scroll down until under "other" you see CV/résumé. Select this. Add a brief description [last name, CV/résumé]. For effective date put the version date of your CV/résumé. You do not need to put an expiration date. Browse for your CV/résumé and click “Attach”.

4. Once your CV or résumé has been uploaded and you are returned to the User Profile page you must click on "**submit**" next to your CV or résumé (at the bottom right hand side of the page). Your status will show “Pending Review”. After your CV or résumé has been reviewed by the IRB the status will change to "Accepted". **Note:**



Please DO NOT upload a copy of your CITI training certificate where it says, "Add a New Training and Credentials Record" (even though it appears in the drop down menu).

**This will be rejected by IRB and cause delays in getting verified and approved to do research.**

5. If desired you may upload a copy of your medical license the same way you did your CV or résumé. You will have to choose "other" as medical license is not on the drop down menu.

6. Future changes or updates to your CV, résumé, medical license or other documents will be done using the pencil icon shown to the right of the status column to upload new versions.

7. When you log into IRBNet you will be on the "My Projects" page. After your credentials have been verified you can be linked to the study or studies you are working on by the PI or study coordinator. You will then be able to view these studies and may receive email updates from the IRB office.