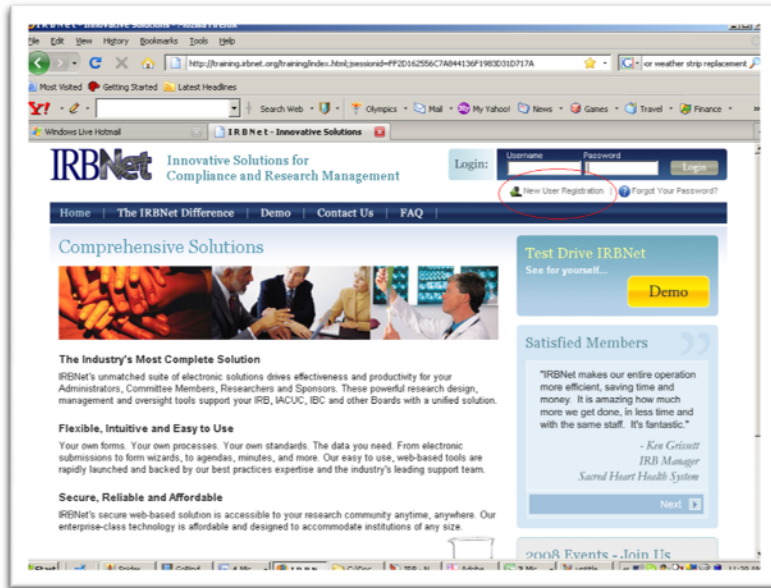


Saginaw Valley State University Institutional Review Board (IRB) Instructions for Registering as a New User on IRBNet

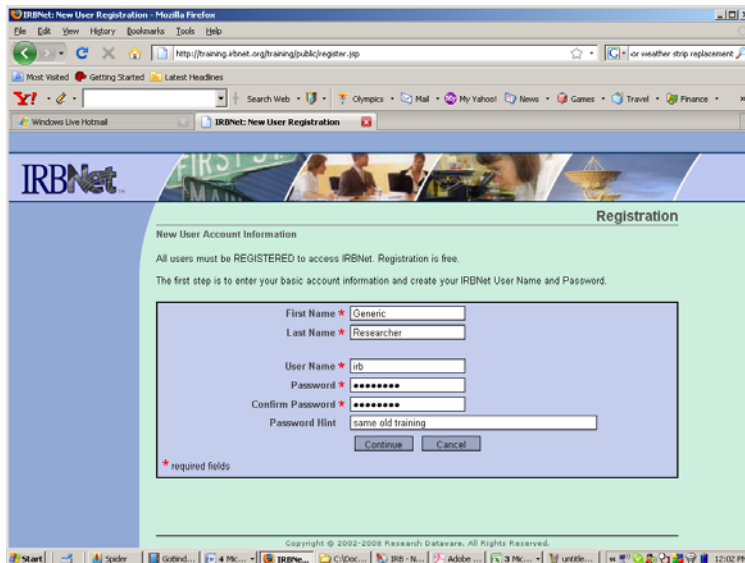
Beginning September 6, 2008, the SVSU IRB will begin using IRBNet as the exclusive application process for all projects; we will no longer accept paper, email, or other application media. First-time users of IRBnet must register as a new user; these instructions walk you through the process step by step.



First, open the IRBNet website: www.irbnet.org, which will look like the figure to the left.

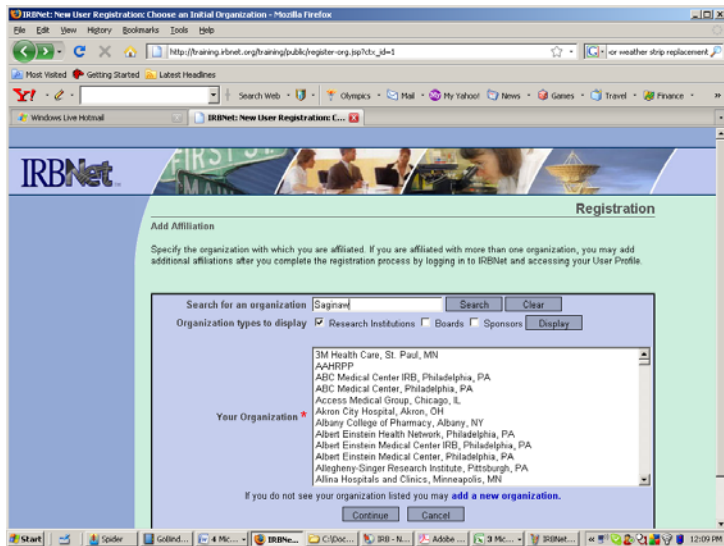
Click on the new user icon in the upper right, which is circled in red in the figure.

Don't bother to click on the "Demo" icon; it's not training. It is a video advertisement that will take you through all of the capabilities of IRBNet, which may be interesting at some point in your life but is not what you want right now.



Once you click on the new-user icon, you will see the screen to the left. Fill in the requested information. Note that your userid should be the same userid you use for all of your SVSU accounts. That is, your userid should be the first part of your SVSU email address, the part before "@svsu.edu." Your email address should be your SVSU email address because this is the address to which all correspondence from IRBNet, and therefore from the IRB, will be sent. Once all of the information is as

you wish, press "Continue." You will then see the Terms of Use Agreement, which you should peruse and Accept. You cannot use IRBNet, and therefore cannot submit to the SVSU IRB, unless you accept these terms.



After you click on Accept, the screen will change to enable you to choose your institutional affiliation. The screen will look something like this. Be sure to UNCHECK the “Board” and “Sponsor” boxes, enter “Saginaw” in the “Search for an Organization” box (as displayed) and then click on “Search.” SVSU will then be displayed; click on it to highlight it and then click on “Continue.” You will be prompted to enter your telephone number and email address, after which you should click on “Continue.” On the next screen you have one more opportunity to verify your information (or edit it if necessary), and then click on “Register.”

At this point you will see a screen indicating that an Activation Email has been sent to you from the email address “activation@irbnet.org”; it’s been sent to the email address you provided in the previous screen. Go to your email account (e.g., Groupwise) and click on the link to activate your registration. That will take you back to the main IRBNet website, wherein you can enter your userid and password in order to submit materials to the SVSU IRB. You only have to register once.

If you do not receive an activation email, you should check your quarantine box; call the ITS help Desk (x-4225) if you need assistance with this. Other than quarantine, the primary reason for failing to receive an activation email is your having entered an incorrect email address.