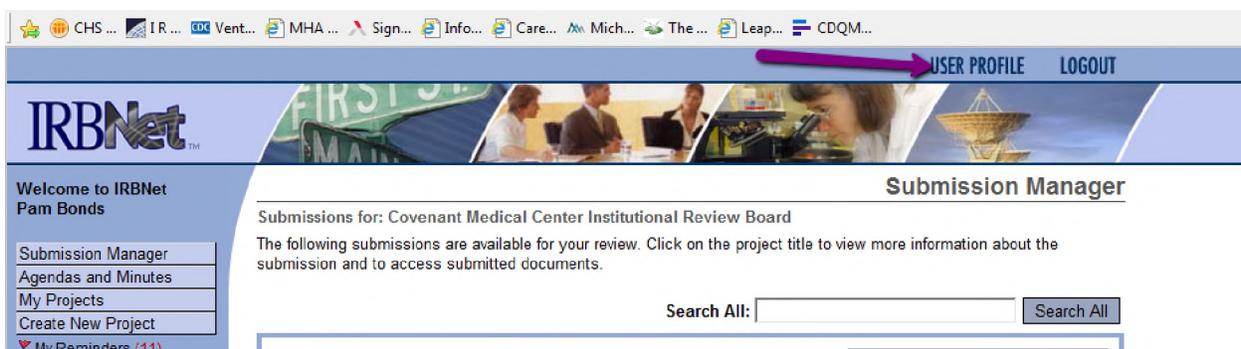


# HOW TO ADD AND AFFILIATION

## 1. Sign in to IRBNet

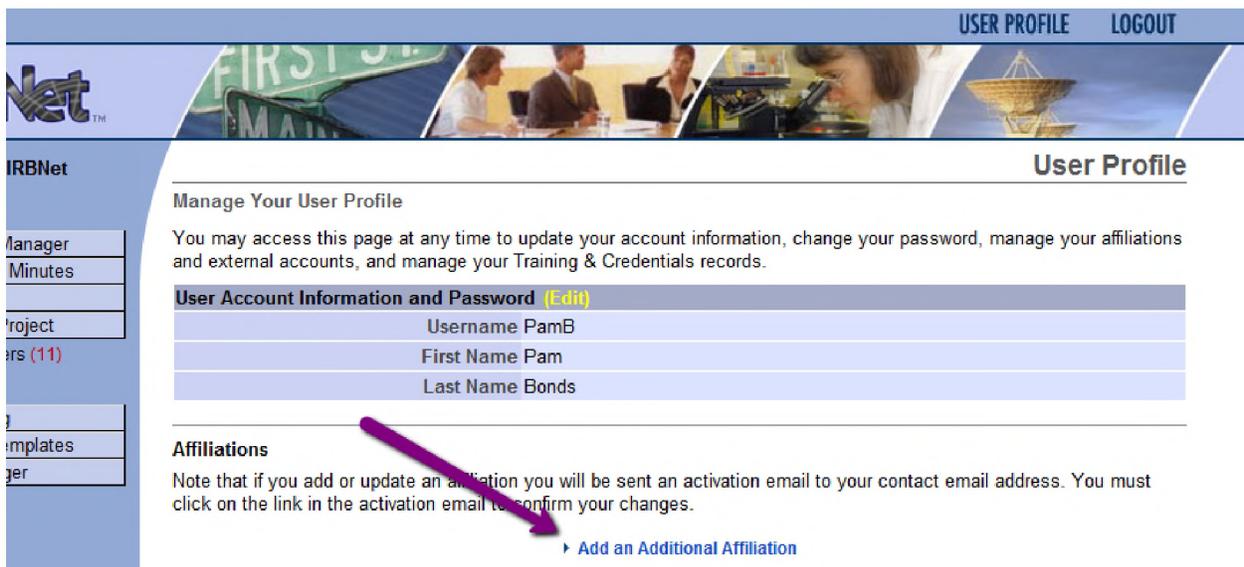


## 2. Go to the top of the screen (under the satellite clip art), click User Profile



## HOW TO ADD AND AFFILIATION

- Midway down the page, click the blue phrase. “add an additional affiliation”



**USER PROFILE** **LOGOUT**

**IRBNet**

**User Profile**

**Manage Your User Profile**

You may access this page at any time to update your account information, change your password, manage your affiliations and external accounts, and manage your Training & Credentials records.

<b>User Account Information and Password</b> <a href="#">(Edit)</a>	
Username	PamB
First Name	Pam
Last Name	Bonds

**Affiliations**

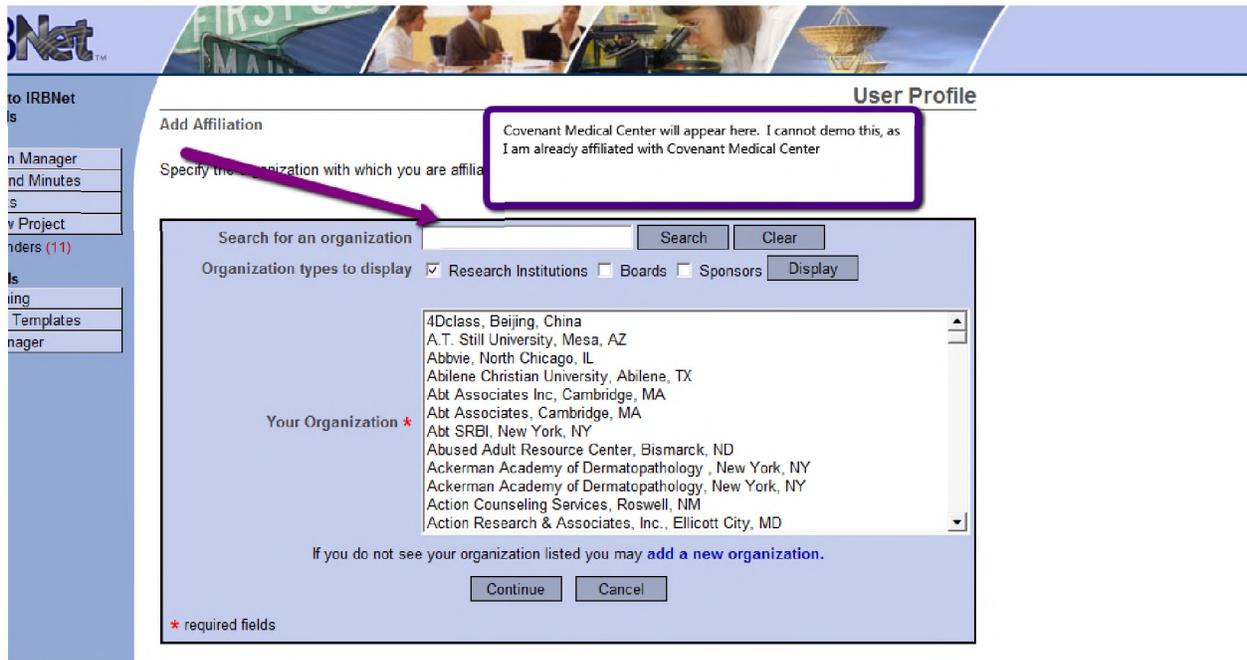
Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

[Add an Additional Affiliation](#)

## HOW TO ADD AND AFFILIATION

4. Search for Covenant Medical Center, click continue

## HOW TO ADD AND AFFILIATION



**User Profile**

**Add Affiliation**

Specify the organization with which you are affiliated

Covenant Medical Center will appear here. I cannot demo this, as I am already affiliated with Covenant Medical Center

Search for an organization

Organization types to display  Research Institutions  Boards  Sponsors

Your Organization \*

- 4Dclass, Beijing, China
- A.T. Still University, Mesa, AZ
- Abbvie, North Chicago, IL
- Abilene Christian University, Abilene, TX
- Abt Associates Inc, Cambridge, MA
- Abt Associates, Cambridge, MA
- Abt SRBI, New York, NY
- Abused Adult Resource Center, Bismarck, ND
- Ackerman Academy of Dermatopathology, New York, NY
- Ackerman Academy of Dermatopathology, New York, NY
- Action Counseling Services, Roswell, NM
- Action Research & Associates, Inc., Ellicott City, MD

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

\* required fields

5. Fill out the rest of the requested information

## HOW TO ADD AND AFFILIATION

6. When complete, IRBNet will generate a confirmation email that in which you have to click a link to confirm.

Please note that the following has been submitted for review on IRBNet:

Project Title: [569316-10

Principal Investigator:

Submission Type: Response/Follow-Up

Submitted To: Covenant Medical Center Institutional Review Board

Submitted By:

Date Submitted: January 26, 2015

Message from:

Thank you,  
The IRBNet Support Team

[www.irbnet.org](http://www.irbnet.org)

7. Once completed, you will appear on my list of users and your project should be able to be accessed