Radford University Institutional Review Board (IRB)

Step-By-Step Instructions and Screenshots for New Users Registering with IRBNet

Creating Your User Account and Password

- Go to www.irbnet.org.
- Select “New User Registration” from the upper right hand corner. (See screenshot #1 below.)
- Enter your user information and create a username and password in the spaces provided. (See screenshot #2 below.)
- Select “Continue” to move to the next page. All starred fields indicate required information that must be completed before you can continue the registration process.
- Read the IRBNet User Terms of Use (See screenshot #3 below.) Click “Accept” if you agree with the terms.
- To submit protocols to the Radford University IRB, you will need to affiliate yourself with Radford University as a researcher. Select Radford University by either scrolling down the list of provided institutions, or by entering all or part of the university name in the search box (See screenshot #4 below.) Select “Continue” when finished.
- Enter your contact information in the spaces provided (See screenshot #5 below.) All starred fields indicate required information that must be completed before you can continue the registration process.
  - Note: The email that you provide will be the destination for any messages generated by the IRBNet system or sent by the Research Compliance Office through IRBNet for any protocols on which you listed.
- Finalize your registration by clicking “Register” (See screenshot #6 below.)

IMPORTANT: Activating Your Username and Password

- Once you have registered with IRBNet, you will receive a confirmation email sent to the email address that you have provided.
  - Open the email and click on the link provided.
  - The link will return you to IRBNet, indicating that your account has been activated.
  - Login using your username and password that you created above.
Note: New users should begin their registration process at [www.irbnet.org](http://www.irbnet.org). Select “New User Registration” to begin selecting your profile information.
Note: Enter your user account information in each of the text boxes as seen above. All starred fields indicate required information.
Note: Read and agree to the Individual Terms of Use Agreement.
Note: Select Radford University from the list of provided institutions. Additionally, you can simplify your search by typing all or part of the university name into the search box.
Note: Enter your contact information in the appropriate spaces, as seen in the picture above. Please note that the email you provide will be used as the destination email address for any IRB-related messages sent by IRBNet or by the Research Compliance Office through the IRBNet system.
Note: Finalize your registration by clicking “Register”. You will then receive an email from IRBNet with a confirmation link to complete the user account and password. Click this link to activate your account so that you can log into the system with your desired username and password.