

# Directions for Using IRB net

## New User Registration

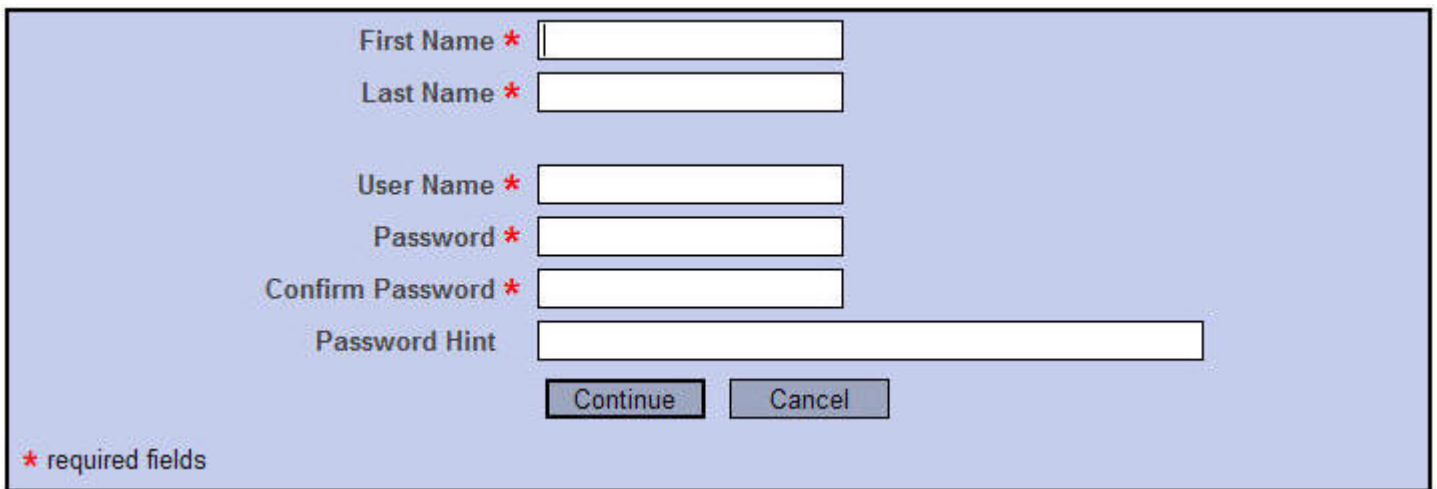
1. Go to <http://www.irbnet.org>
2. In the upper right hand corner, right below the login boxes, click the New User Registration button.



Login: Username Password Login

[New User Registration](#) | [Forgot Your Password?](#)

3. Fill in your name, choose a user name and choose a password.



First Name \* [ ]

Last Name \* [ ]

User Name \* [ ]

Password \* [ ]

Confirm Password \* [ ]

Password Hint [ ]

Continue Cancel

\* required fields

4. Accept the Terms of Use
5. Next, add an affiliation to St. Luke's Hospital. In the *Search for and organization* box, type St. Luke's Hospital, Chesterfield, MO. **UNCHECK** the boxes for Boards and Sponsors, then click Display. You should now only have one listing, as shown below.



Search for an organization St. Luke's Hospital, Chesterfie Search Clear

Organization types to display  Research Institutions  Boards  Sponsors Display

Your Organization \* St. Luke's Hospital, Chesterfield, MO

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

Continue Cancel

\* required fields

6. Highlight St. Luke's Hospital, Chesterfield, MO and **click Continue**.
7. **Enter your telephone number and a working email address.** The email you use here will be the one used by the IRB board to communicate with you for approval and questions. Your email address will not be used for marketing purposes.

The image shows a registration form with a light blue background. It contains three input fields: 'Telephone Number \*' with three separate boxes for area code, prefix, and number, followed by 'ext.' and a fourth box; 'Fax Number' with a similar structure; and 'Email \*' with a single wide text box. Below these fields are two buttons: 'Continue' and 'Cancel'. A legend at the bottom left indicates that the red asterisk (\*) denotes required fields.

8. The last screen will confirm the information you have entered. Make sure that in the second box, it lists *Researcher* at St. Luke's Hospital. **Click the Register button.**
9. Once you have clicked the Register button, an email will be sent to you. In that email is a link to click, which will confirm your registration. Once you click that link, you will be taken back to the home page of IRBNet. At this point you should be able to login and begin creating a new study.