

# 1. USER PROFILE INSTRUCTIONS

## IMPORTANT NOTE FOR RESEARCHERS AFFECTED BY THE eIRB MIGRATION:

- For migrated users/researchers, your IRBNet account has been created on your behalf during the eIRB migration effort. Please contact your local IRB Office if you have NOT received your IRBNet Username and Temporary Password. Please follow the steps below for **MIGRATED USERS/RESEARCHERS**.
- All **NEW** users/researchers who were NOT registered with your local Kaiser Permanente Regional IRB system (**prior to IRBNet**) can **SKIP** the next section and follow the **NEW USER/RESEARCHER** steps.

### MIGRATED USER/RESEARCHER

**Step 1:** Go to [www.irbnet.org](http://www.irbnet.org) and log in using your **PROVIDED** username and **TEMPORARY** password.

You will be prompted to create a new password.

The screenshot shows a web interface for password management. At the top right is a link for "IRBNet Login Help". Below it, the text "Expired Password" is displayed. A message states: "Your IRBNet password has expired. Please select a new password." Below this message is a form with four input fields: "Old Password", "New Password", "Confirm New Password", and "Password hint". The "Password hint" field is significantly longer than the others. At the bottom of the form are two buttons: "Save" and "Cancel".

Read and **Accept** the Individual User Terms of Use.

If you have problems activating your account, please contact your local IRB Office for assistance.

## NEW USER/RESEARCHER

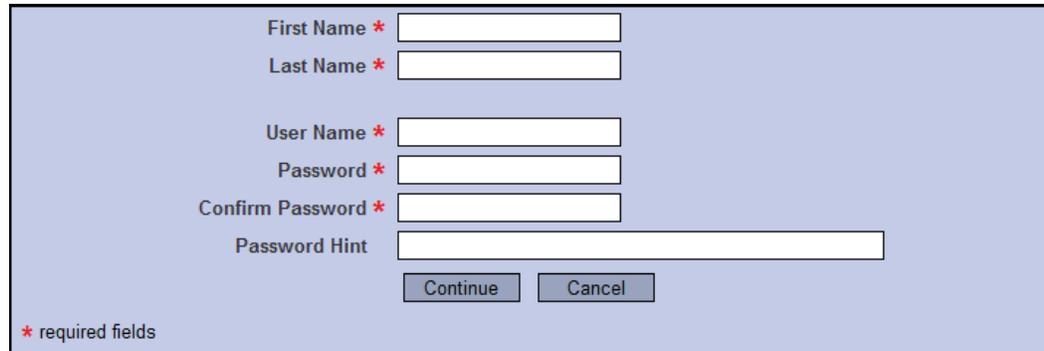
**Step 1:** Go to [www.irbnet.org](http://www.irbnet.org) and click on 'New User Registration'.



Login: Username Password Login

New User Registration | Forgot Your Password?

Create your username and password. Fill out the required information and click 'Continue'.



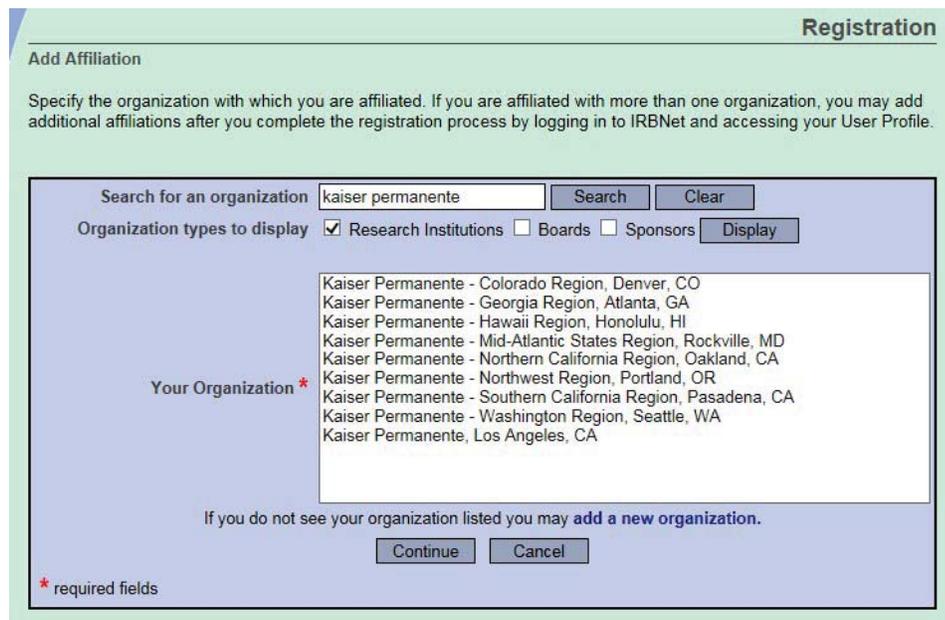
First Name \* [ ]  
Last Name \* [ ]  
User Name \* [ ]  
Password \* [ ]  
Confirm Password \* [ ]  
Password Hint [ ]

Continue Cancel

\* required fields

Read and **Accept** the Individual User Terms of Use.

**Step 2:** You must add your affiliation. Type the word 'Kaiser Permanente' into the search box. Click 'Display'. Select the appropriate 'Kaiser Permanente - **YOUR REGION**' region from the organization box. Click 'Continue'.



Registration

Add Affiliation

Specify the organization with which you are affiliated. If you are affiliated with more than one organization, you may add additional affiliations after you complete the registration process by logging in to IRBNet and accessing your User Profile.

Search for an organization kaiser permanente Search Clear

Organization types to display  Research Institutions  Boards  Sponsors Display

Your Organization \*  
Kaiser Permanente - Colorado Region, Denver, CO  
Kaiser Permanente - Georgia Region, Atlanta, GA  
Kaiser Permanente - Hawaii Region, Honolulu, HI  
Kaiser Permanente - Mid-Atlantic States Region, Rockville, MD  
Kaiser Permanente - Northern California Region, Oakland, CA  
Kaiser Permanente - Northwest Region, Portland, OR  
Kaiser Permanente - Southern California Region, Pasadena, CA  
Kaiser Permanente - Washington Region, Seattle, WA  
Kaiser Permanente, Los Angeles, CA

If you do not see your organization listed you may add a new organization.

Continue Cancel

\* required fields

**Step 3:** Enter your contact information.

***Please note:** Enter the email address you will want to receive all IRBNet communications from. Communications will include notification of IRB decisions, communications from your research team or administrator, etc.*

Click **'Continue'**.

Review the information you provided and edit as necessary. When you are satisfied, click **'Register'**.

**IMPORTANT:** An email will be sent to the email address you provided with **'IRBNet Activation Required'** in the subject line. If you do not receive the confirmation within a short period, check your junk folder to see if it is there.

You will need to click on the link provided in the registration email you received to activate your account. Clicking on the link will take you to the IRBNet homepage.

If you have problems activating your account or have forgotten your password, please click on the **'Forgot your Password?'** text in the upper right corner of the IRBNet home page.

## 2. TRACK TRAINING TOOL

The following steps will guide you through linking your CITI and KP Learn training directly to your IRBNet account. **This section applies to ALL migrated and new users/researchers.** Linking your IRBNet profile to an external account allows information such as training records to be automatically available to you and your regional IRB.

**Step 1:** Log in to [www.irbnet.org](http://www.irbnet.org) using your username and password.

Go to **'USER PROFILE'**.

**Step 2:** Click **'Add an External Account'** to link your CITI account to your IRBNet User Profile.

### 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.

User Account Information and Password (Edit)
Username kpcoresearch1
First Name Pamela
Last Name Researcher

**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](#)

Researcher at Kaiser Permanente - Colorado Region, Denver, CO (Edit) (Deactivate)
Telephone Number 3948594039
Email kpcoresearch1@mailinator.com

**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](#)

*There are currently no external accounts in your profile.*

**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](#)

**Please note:** To learn more about your CITI and KP Learn account verification process click **'Learn More'** (indicated above).

Select CITI Training Program from the dropdown menu and enter your **CITI Member ID** number.



**Please Note:** You can find your **CITI Member ID** under My Profile on the following CITI website <https://about.citiprogram.org/en/homepage/>. If you are still unable to obtain your CITI Member ID, please contact your regional IRB Office.

**Step 3:** Follow the same instructions in **Step 2** to ‘**Add an External Account**’. Now you will need to link your KP Learn account. Select KP Learn from the dropdown menu and enter your **KP NUID** number.

**IMPORTANT:** Once you add your CITI and KP Learn external accounts to your IRBNet profile, your external account will be automatically identified, and you will then be requested to verify your ownership before the link will become active. To verify your ownership of the external account, you will receive a verification email at your account's email address. You must click on the second link in the verification email to complete the process. The word ‘verified’ will show in green in the External Account section.

**Step 4:** Per your regional IRB requirements, you may also be required to upload additional training and credentials (i.e., course certificates NOT linked with CITI or KP Learn, CV/resume, etc.) to your IRBNet User Profile.

- KPNW Investigators who are **not** employed by the Center for Health Research must upload a CV/Resume.
- KPNW Study Staff do not need to upload a CV/Resume.
- KPNW does not require any course certificates to be uploaded.

Click ‘**Add a New Training & Credential Record**’.

Select the ‘**Document Type**’ from the dropdown menu, enter the **Effective Date**, and enter the document **Description**. Choose the file saved to your computer and attach.

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

| Show all Versions |

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status
20261.1	CV/Resume	CV		11/28/2017		11/28/2017 03:14 PM	Accepted

[Submit](#)

**Step 3:** Click **'Submit'** to submit the document to your regional IRB.

**Step 4:** You can track the status of your Training & Credential documents under the **'Status'** column.

To manage your Training & Credentials documents click on the **'Pencil'** icon. This will allow you to update your previously submitted document.

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

[Show all Versions](#)

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
20261.1	CV/Resume	CV		11/28/2017		11/28/2017 03:14 PM	Accepted	   Submit    
20224.2	IRB Training - OHRP - Research Use of Human Biological Specimens and Other Private Information	HSR Training		10/05/2017		03/02/2018 12:37 PM	Not Submitted	    Submit   
20374.1	IRB Training - PRIM&R - IRB 250	CONSENT FORM.docx		03/01/2018		03/02/2018 12:41 PM	Not Submitted	    Submit   