1. Navigate to [http://www.irbnet.org](http://www.irbnet.org)

2. Look for the login box, located in the upper right portion of the website.

3. Click on **New User Registration**.
4. Fill in the information necessary to create your account.

**Registration**

New User Account Information

All users must be REGISTERED to access IRBNet. Registration is free.

The first step is to enter your basic account information and create your IRBNet Username and Password.

- **First Name** *
- **Last Name** *
- **Username** *
- **Password** *
- **Confirm Password** *
- **Password Hint**

*required fields

5. Click **continue** and accept the Terms of Use
6. Select University of Southern Indiana. To do this, type University of Southern Indiana in the search for an organization space.

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.

7. Click continue and enter your contact information. The e-mail address entered will be the one used to contact you regarding IRB decisions related to your future protocol(s) so make sure it is one you can check OFTEN.
8. Confirm that all information that you have entered is correct, and confirm that you are listed as a **Researcher** at the University of Southern Indiana.

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**Confirm Registration Information**

Please review your information and click “Register” to complete the registration process. After you have registered, you may update your account information, and add or update affiliations at any time by logging in to IRBNet and accessing your User Profile.

- **Register**
- **Cancel**

---

**User Account Information and Password (Edit)**

<table>
<thead>
<tr>
<th>Username</th>
<th>Joe.Researcher</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Joe</td>
</tr>
<tr>
<td>Last Name</td>
<td>Researcher</td>
</tr>
</tbody>
</table>

**Affiliations**

- **Researcher at University of Southern Indiana (USI), Evansville, IN (Edit)**

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9. Finalize your registration by clicking **Register** when everything is complete.

10. After completing your registration, you will receive an e-mail from IRBNet. Use the provided link within this e-mail to finalize your registration.

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**IRBNet Activation Required**

- **Email**:
  - **activation@irbnet.org**
  - **Welcome to IRBNet!**

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**Please confirm your affiliation with University of Southern Indiana (USI) by clicking on the following link:**

- **https://www.irbnet.org:443/release/public/act.jsp?r=981555&a=+Wy2Tx2fH6k**

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If you cannot click on the above link, you may copy and paste the link into your browser to confirm your affiliation.

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Thank you,
The IRBNet Support Team

**www.irbnet.org**