

Creating or Affiliating an IRBNet Account

If you already have an IRBNet account (from another institution) OR if you need to connect your current Minneapolis account to another VA: go to the end of this document for affiliation instructions.

Creating a NEW IRBNet account for Minneapolis VA:

1. Go to <https://gov.irbnet.org>
2. Click the “register now” link



wcg IRBNet

Welcome to IRBNet

Not registered yet? **Register Now** to get started!

If you have already registered on IRBNet GovCloud you can log in here.

Prefer to log in with your PIV card?
(You must be logged in to your Agency network.)

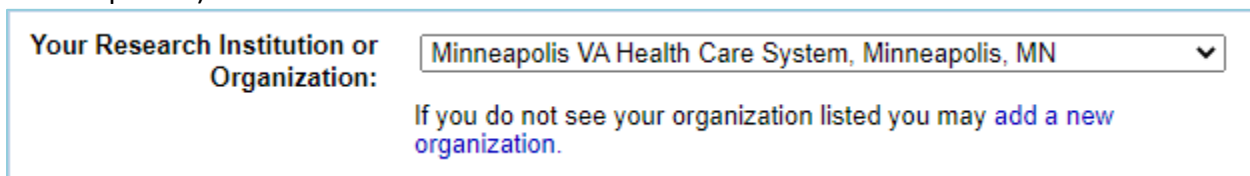
Forgot your Username or Password?
[Click here](#) for help.

Username:

Password:

Continue

3. Fill out the form details to register. Note that the email address you enter here will be used for communications from IRBNet, including your account activation link. **It is recommended (but not required!) that you use your VA email address for this step.** **Make sure that you select Minneapolis VA as your institution** (this is not the default choice – you have to pick it!)

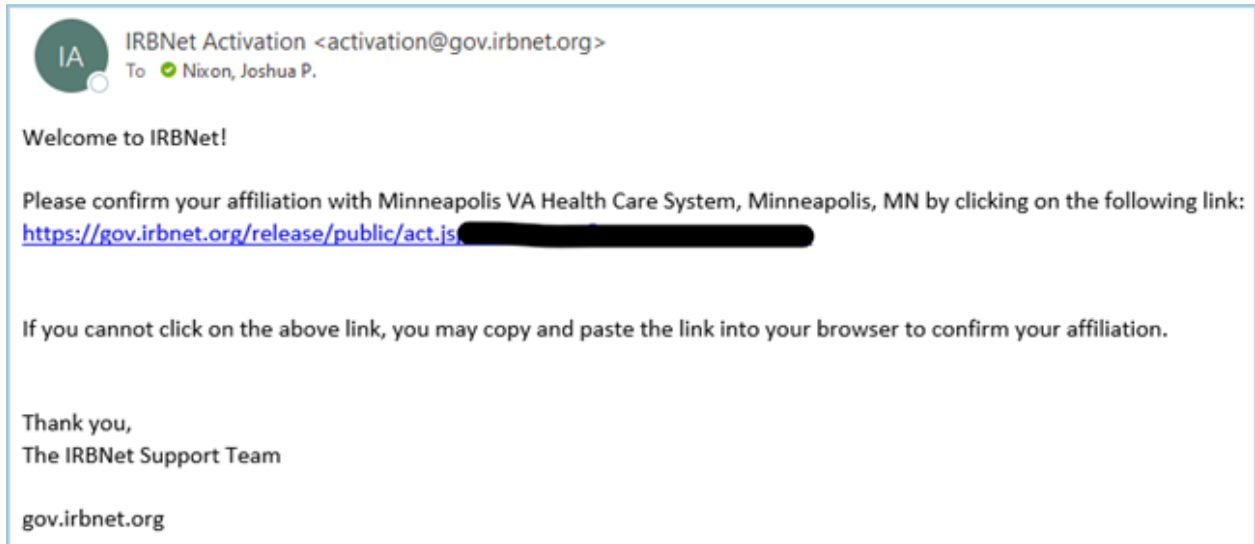


Your Research Institution or Organization:

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

4. Pick a user name and password, then submit the form. ***You CAN log in using your PIV card from a VA computer, but you need to create your account and password FIRST***

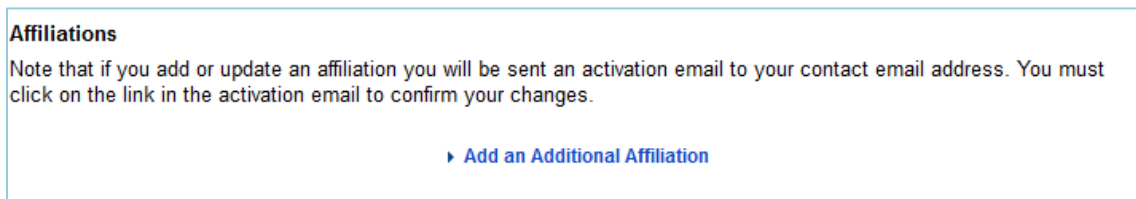
5. You will get an activation email from IRBNet. Open the message and click the activation link to finish setting up your account.



6. You will be prompted to select a **recovery email** and **recovery phone number** when you first log in. You'll need to access these accounts to obtain verification codes when signing in from a new or unrecognized computer. This can be any email address you can access!

Affiliating an EXISTING IRBNet account with another inst:

1. Go to <https://gov.irbnet.org>
2. Log in using your IRBNet credentials (user name/password or PIV)
3. Click "USER PROFILE" at the top, then click "Add an Institutional Affiliation"



4. Find the institution that should be added to your account in the list. Click it to select it, then click "Continue".

Search for an organization Search Clear

Organization types to display Research Institutions Boards Sponsors Display

Your Organization * **University of Minnesota, Minneapolis, MN**

University of Illinois at Chicago, Chicago, IL
University of Iowa, Iowa City, IA
University of Maryland School of Medicine, Baltimore, MD
University of Memphis, Memphis, TN
University of Nevada, Reno, Reno, NV
University of Pennsylvania, Philadelphia, PA
University of Phoenix, Tempe, AZ
University of South Alabama, Mobile, AL
University of South Carolina SOM, Columbia, SC
University of Tennessee Health Science Center, Memphis, TN
University of West Florida, Pensacola, FL

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

Continue Cancel

* required fields

5. Enter the contact information that should be used for the newly added affiliation and click "Save". Note that the information entered here will be used for communications from the institution being added, NOT for all existing institutions. This means you can (for example) have VA contact information for your VA protocols, and non-VA contact information for your protocols at an academic affiliate institution.

Telephone Number *

Fax Number

Email *

Save Cancel

* required fields

6. IRBNet will send an activation email to the address listed for the new institution. Until the account is activated, it will show in your list of affiliations as pending.

[Send me an activation email](#)

Researcher at University of Minnesota, Minneapolis, MN **(Pending Activation)** [\(Edit\)](#) [\(Deactivate\)](#)

Telephone Number [REDACTED]

Email [REDACTED]

7. Remember that if more than one institution is listed in your account, you MUST be careful to specify WHICH institution should be associated with each new protocol you submit!

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: * **Minneapolis VA Health Care System, Minneapolis, MN** ▾