How do I create my IRBNet Account?

Go to the IRBNet home page: https://irbnet.org and click on “New User “Registration.”

- Review and check “Agree to Terms of Service” Click “Accept”
- In the “Search for an organization” drop down box, type “Wright Center”, highlight the Wright Center in the list of institutions and click “Continue”
- Provide required contact information using your TWC institution-approved email.
- Click “Register” and “Continue”
- By clicking “Continue” you are finalizing the registration process! An automated activation email will be sent to your email address.
- Visit your inbox and click the link within “IRBNet Activation Required” email to activate your account.
- You must click on the activation link within the email to activate your account.

Congratulations!!! You are now a member of IRBNet!

Uploading your Training and Credential (T&C) documents:
- On the “User Profile” page, click “Add New Record” to upload documents.
- Choose “Document Type” from dropdown list and add description.
  (These documents include, CITI training, CV, MD, or any required licensing)
- Click the “Browse” button to locate your file and click “Attach” to upload.
- Any documents expiring within the next 60 days will be highlighted.

Managing your documents:
- To update a document, use the “Pencil” icon. You will want to keep your existing documents up to date as your credentials change. *Note: you may not update expiration dates; upload current documents.
- Use the “Bell” icon to view your messages and alerts.
- Use the “Envelope” icon to message any IRB staff.

Additional Help:
- View training “energizers” on your portal or IRBNet home page for information on submitting projects for IRB review.
- Contact the IRB office @ 570-591-5197
- Submit IRBNet questions to: https://goo.gl/forms/diettBxERtyKny613.

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How to set up IRBNet Account_12-12-2018