


IRB Manager for New Users: Creating an IRBManager Account

This presentation is recommended to be viewed in Slide Show

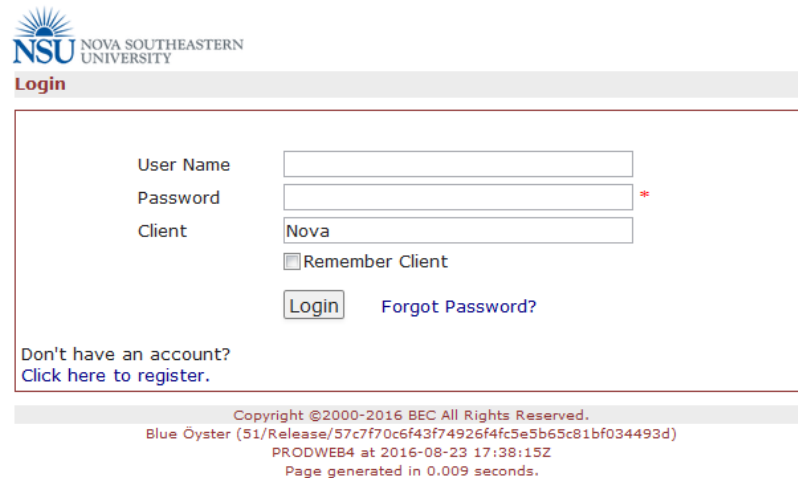


NOVA SOUTHEASTERN UNIVERSITY
Institutional Review Board

- 
- * This slideshow will guide you through the process of creating an IRBManager account and completing the *Researcher Qualification Form*.

Access IRBManager Website

- * Access IRBManager at <https://nova.my.irbmanager.com/Login.aspx>
- * This will take you to the Login screen (pictured below) where you can register or log into an IRBManager account.



The screenshot shows the login interface for Nova Southeastern University's IRBManager. At the top left is the NSU logo with the text "NOVA SOUTHEASTERN UNIVERSITY". Below the logo is the word "Login" in red. The main form area contains three input fields: "User Name", "Password" (with a red asterisk to its right), and "Client" (with "Nova" pre-filled). Below these fields is a checkbox labeled "Remember Client". At the bottom of the form are two buttons: "Login" and "Forgot Password?". Below the form, there is a link: "Don't have an account? Click here to register." At the very bottom of the page, there is a footer with copyright information: "Copyright ©2000-2016 BEC All Rights Reserved. Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d) PRODWEB4 at 2016-08-23 17:38:15Z Page generated in 0.009 seconds."

Registering Account

- * If you are a new user, select “Click here to register.”
 - * Client = Nova



Login

User Name	<input type="text"/>
Password	<input type="password"/> *
Client	<input type="text" value="Nova"/>
	<input type="checkbox"/> Remember Client
	<input type="button" value="Login"/> Forgot Password?

Don't have an account?
[Click here to register.](#)



Registration Information



Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="button" value="v"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="button" value="v"/>
Phone	<input type="text"/>
College	<input type="text"/> <input type="button" value="v"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

- * Enter in information requested by IRBManager

Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="button" value="v"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="button" value="v"/>
Phone	<input type="text"/>
College	<input type="text"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

- * Your official NSU email address must be used when registering for IRBManager
- * No personal email addresses will be accepted

Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="text"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="text"/>
Phone	<input type="text"/>
College	<input type="text"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

- * Enter address where you receive mail
- * If you are a student, do not give the address for your academic college or advisor

Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="text"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="text"/>
Phone	<input type="text"/>
College	<input type="text"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

* Enter phone number where you may be reached if necessary

* If you are a student, do not give the phone number for your academic college or advisor

Register

First Name	<input type="text" value="New"/>
Last Name	<input type="text" value="User"/>
E-Mail	<input type="text" value="newuser@nova.edu"/>
Confirm E-Mail	<input type="text" value="newuser@nova.edu"/>
Address Line 1	<input type="text" value="3301 College Ave"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Fort Lauderdale"/>
State/Province	<input type="text" value="FL - Florida"/>
Zip/Postal	<input type="text" value="33314"/>
Country	<input type="text" value="United States"/>
Phone	<input type="text" value="954-262-5376"/>
College	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> Abraham S. Fischler College of Education College of Dental Medicine College of Health Care Sciences College of Medical Science College of Natural Sciences and Oceanography College of Nursing College of Optometry College of Osteopathic Medicine College of Pharmacy College of Psychology College of Allopathic Medicine College of Engineering and Computing College of Humanities, Arts, and Social Sciences H. Wayne Huizenga College of Business and Entrepreneurship Institutional Review Board Mailman Segal Institute Shepard Broad College of Law </div>
Other EMail(s) used with CITI Program (if any)	<input type="text" value=""/>
Post-Registration Step	<input type="text" value=""/>

- * For 'College' select the academic college you are affiliated with
- * i.e. if you are a nursing student, you would select 'College of Nursing'

Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="button" value="v"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="button" value="v"/>
Phone	<input type="text"/>
College	<input type="text"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

- * If you used an email address other than your NSU email when you registered for CITI Training, please enter it in 'Other Email(s)' section.

Register

First Name	<input type="text" value="New"/>
Last Name	<input type="text" value="User"/>
E-Mail	<input type="text" value="newuser@nova.edu"/>
Confirm E-Mail	<input type="text" value="newuser@nova.edu"/>
Address Line 1	<input type="text" value="3301 College Ave"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Fort Lauderdale"/>
State/Province	<input type="text" value="FL - Florida"/>
Zip/Postal	<input type="text" value="33314"/>
Country	<input type="text" value="United States"/>
Phone	<input type="text" value="954-262-5376"/>
College	<input type="text" value="Institutional Review Board"/>
Other E-Mail(s) used with CITI Program (if any)	<p>Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above.</p> <input type="text"/>
Post-Registration Step	<p>Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.</p>
	<input type="button" value="Register"/>



* Once form has been completed, click “Register” at bottom of page.

Complete Registration

- * You will receive an email with your password for accessing your newly created IRBManager account
- * Click 'Return to login'



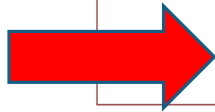
Registration Complete

We have created your account and emailed you your password. It should arrive shortly.

Your user name is your email address, you will have to change your password when you first login.

Please remember, you must complete the Researcher Qualification Form after you login, you can access it under Actions on the left once you login.

[Return to login](#)



Log into IRBManager

- * Enter your login information
 - * User Name = email address
 - * Password = password emailed to you by IRBManager
- * Click “Login”



Login

User Name	<input type="text" value="newuser@nova.edu"/>
Password	<input type="password" value="••••••••"/>
Client	<input type="text" value="Nova"/>
	<input checked="" type="checkbox"/> Remember Client
	<input type="button" value="Login"/> Forgot Password?

Don't have an account?
[Click here to register.](#)


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Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d)


PRODWEB4 at 2016-08-23 18:33:18Z

Page generated in 0.022 seconds.

- * You will be asked to select a new password before continuing to log in
 - * Create a new password
 - * Click “Reset Password”

 **NSU** NOVA SOUTHEASTERN UNIVERSITY


Reset Password


 A valid password must be at least 6 characters long, be different from the user name, and contain characters from at least 3 of these groups: uppercase letters, lowercase letters, numbers, and special characters (e.g. !, @, #, ~).

Your password is expired. You must select a new password before logging in.

New Password

Confirm




Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d)
PRODWEB4 at 2016-08-23 18:38:33Z
Page generated in 0.024 seconds.
Powered By  IRBManager

- * Enter User Name and new password to log into IRBManager account



Login

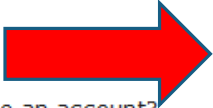
 Please log in using your new password.

User Name

Password

Client

Remember Client

 [Forgot Password?](#)

Don't have an account?
[Click here to register.](#)

IRBManager Dashboard

* You will now be on your HOME screen or Dashboard

The screenshot shows the IRBManager Dashboard interface. At the top left is the NSU logo and name. A navigation bar includes 'Home' and a search box for 'Find IRB No. (Ctrl+Q)'. The main content area is divided into several sections: 'My IRBManager' with sub-sections for 'IRB Nos. (0 Active)', 'xForms (1 Active)', and 'Events (0 Open)'; 'Actions' with links for 'Researcher Qualification Form', 'Start xForm', and 'Show Local IRB No. Id'; 'Recent Items'; 'Messages' with a welcome message; and 'My Documents & Forms' with '0 User Attachments' and '1 xForms'. On the right, a 'Notices' section contains a welcome message, contact information for the IRB Office, and a list of helpful links. At the bottom, a table header for 'My IRB Nos. (0 Active)' is visible, with columns for 'IRB No.', 'Site', 'PI', 'Study Title', 'Expires', and 'Status'.

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Home Find IRB No. (Ctrl+Q)

My IRBManager

IRB Nos. (0 Active)

- You are not associated with any IRB Nos..

xForms (1 Active)

- You have **1 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.

Events (0 Open)

You have no open events.

Actions

- Researcher Qualification Form
- Start xForm
- Show Local IRB No. Id

Recent Items

Messages

Welcome to IRBManager at Nova

My Documents & Forms

- 0 User Attachments
- 1 xForms

Notices

Welcome to Nova Southeastern University's IRBManager!

If you have questions about the Institutional Review Board (IRB) process and/or IRB Forms, please contact the NSU IRB Office at:

(954) 262-5369 or

irb@nova.edu

IRB Staff:

- IRB Director: Mr. William Smith
- IRB Post-Approval Monitor: Ms. Crystal Bass
- IRB Administrator: Ms. Rae Levenson

Below are helpful links:

- [NSU IRB Homepage](#)
- [CITI Training Homepage](#)
- [Office of Human Research Protections \(Federal\)](#)
- [PRIM&R Home Page](#)

My IRB Nos. (0 Active)

IRB No.	Site	PI	Study Title	Expires	Status
---------	------	----	-------------	---------	--------



Dashboard Features:

- * Links you to the CITI training website.
- * Ability to see all protocols linked to your account.
- * Review status of your IRB application.

Completing your Profile

- * Click on “[Your Name]’s Settings” on the right side of the top red toolbar

Home Find IRB No. (Ctrl+Q) Take a tour... Help **New's Settings** Sign off

My IRBManager

IRB Nos. (0 Active)

- You are not associated with any IRB Nos..

xForms (1 Active)

- You have **1 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.

Events (0 Open)

You have no open events.

Actions

- Researcher Qualification Form
- Start xForm
- Show Local IRB No. Id

Recent Items

Messages

Welcome to IRBManager at Nova

My Documents & Forms

- 0 User Attachments
- 1 xForms

Notices

Welcome to Nova Southeastern University's IRBManager!

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Below are helpful links:

- [NSU IRB Homepage](#)
- [CITI Training Homepage](#)
- [Office of Human Research Protections \(Federal\)](#)
- [PRIM&R Home Page](#)

My IRB Nos. (0 Active)

IRB No.	Site	PI	Study Title	Expires	Status
---------	------	----	-------------	---------	--------

* Click on “Change my Profile”



The screenshot shows the user interface for the IRBManager system at Nova Southeastern University (NSU). The page is titled "My Settings" and features a navigation menu on the left and a list of settings on the right. A red arrow points to the "Change My Profile" link in the "Edit Settings" section.

NSU NOVA SOUTHEASTERN UNIVERSITY

Home

My Settings

Edit Settings

- Change My Password
- Change My Profile
- My Phone Number(s)
- My Address(es)
- My Expirations
- Last 25 Logins
- E-Mail Signature
- Linked Clients

Actions

Recent Items

Messages

Welcome to IRBManager at **Nova**

My Documents & Forms

- 0 User Attachments
- 0 xForms

- * Complete missing fields
- * List your earned degrees only in the degree field
- * Do not list degrees that are still in progress



Actions

Done

Recent Items

Messages

Welcome to IRBManager
at Nova

My Documents & Forms

0 User Attachments

0 xForms

Home

My Profile

User Information

Prefix (Mr, Dr, etc):	<input type="text"/>	First Name:	<input type="text" value="New"/>
Middle Name:	<input type="text"/>	Last Name:	<input type="text" value="User"/>
Suffix (Jr, III, etc):	<input type="text"/>	Degree:	<input type="text"/>
Specialty:	<input type="text"/>	Email Address:	<input type="text" value="newuser@nova.edu"/>
		From Address for Outbound Email:	<input type="text"/>

Update

* Once complete click “Update”



Actions

Done

Recent Items

Messages

Welcome to IRBManager at Nova

My Documents & Forms

0 User Attachments


0 xForms

Home

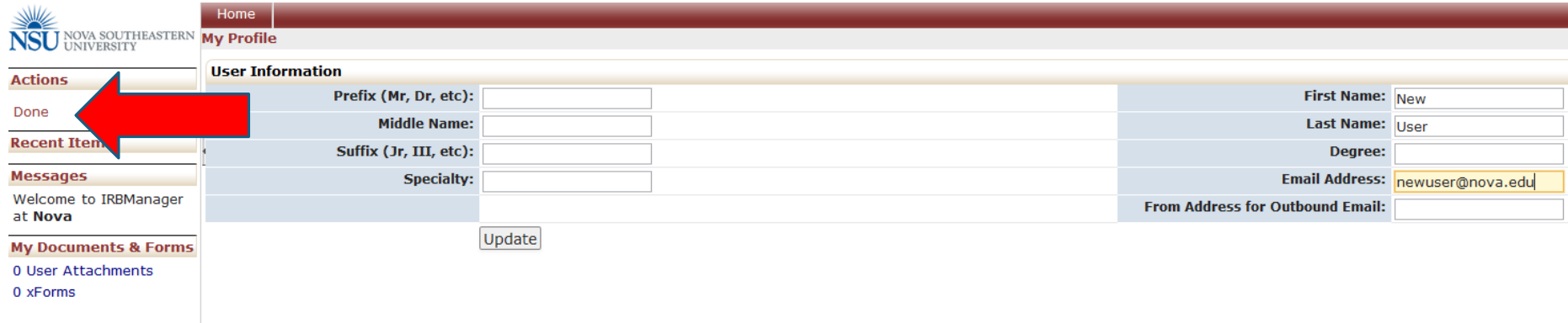
My Profile

User Information

Prefix (Mr, Dr, etc):	<input type="text"/>	First Name:	<input type="text" value="New"/>
Middle Name:	<input type="text"/>	Last Name:	<input type="text" value="User"/>
Suffix (Jr, III, etc):	<input type="text"/>	Degree:	<input type="text"/>
Specialty:	<input type="text"/>	Email Address:	<input type="text" value="newuser@nova.edu"/>
		From Address for Outbound Email:	<input type="text"/>

Update 

* Click “Done” to exit back to dashboard.



The screenshot shows the 'My Profile' page in the IRBManager system. A red arrow points to the 'Done' button in the 'Actions' menu. The 'User Information' section contains the following fields:

Field	Value
Prefix (Mr, Dr, etc):	
Middle Name:	
Suffix (Jr, III, etc):	
Specialty:	
First Name:	New
Last Name:	User
Degree:	
Email Address:	newuser@nova.edu
From Address for Outbound Email:	

Buttons: Update

Left sidebar menu:

- Home
- My Profile
- Actions
- Done
- Recent Items
- Messages
- My Documents & Forms
- 0 User Attachments
- 0 xForms

Researcher Qualification Form

- * Before starting an xForm, the *Researcher Qualification Form* must be completed
- * The *Researcher Qualification Form* is where you provide your qualifications and your CITI Training information.
- * All study personnel are required to complete this form prior to submitting a protocol for review.

Completing the *Researcher Qualification Form*

- * Click on “Researcher Qualification Form” located under ‘Actions’

NSU NOVA SOUTHEASTERN UNIVERSITY

Home

My IRBManager

IRB Nos. (0 Active)

IRB Nos. (0 Active) listed with any IRB Nos..

xForms (0 Active)

- You have **0 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.

Events (0 Open)

You have no open events.

My IRB Nos. (0 Active)

IRB No.	Site	PI	Study Title	Expires
---------	------	----	-------------	---------

Researcher
[Add Note](#) [View Audit](#)

User, New B.S.

Email:	newuser@nova.edu	Specialty:	
Relationship to NSU:		Qualifications:	
CITI Alternate Emails:			

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. *(Required)* [Add Note](#)

Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.

Current Expirations
[Add Note](#) [View Audit](#)

Contact	Expires (as of 08/23/2016)
User, New B.S.	Missing

Alt CITI Email *(Required)*
[Add Note](#)

Please attach a copy of your CITI training certificate here *(Required)*

[Add Note](#)

Researcher Add Note View Audit

User, New B.S.

Email: newuser@nova.edu	Specialty:
Relationship to NSU:	Qualifications:
CITI Alternate Emails:	

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) Add Note

Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.

Current Expirations Add Note View Audit

Contact	Expires (as of 08/23/2016)
User, New B.S.	Missing

Alt CITI Email (Required) Add Note

Please attach a copy of your CITI training certificate here (Required) Add Note

- * Briefly describe your qualifications
- * Include:
 - * Professional experience
 - * Education (earned degrees only)
 - * Employment
 - * Licensure
 - * Research Experience

Missing Expirations Date

- * If you use another email address other than your NSU email to register for CITI the current expirations date will show as “MISSING”

Researcher		Add Note	View Audit
User, New B.S.			
Email:	newuser@nova.edu	Specialty:	
Relationship to NSU:		Qualifications:	
CITI Alternate Emails:			

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) [Add Note](#)

Professional experience Education (earned degrees only) Employment Licensure Research Experience	<i>Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.</i>
--------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Current Expirations		Add Note	View Audit
Contact	Expires (as of 08/23/2016)		
User, New B.S.	Missing		

Alt CITI Email (Required) [Add Note](#)

--

Please attach a copy of your CITI training certificate here (Required) [Add Note](#)

✘ CITI Completion Report CITI Training Certificate

- * Provide the email address you used to register with CITI in the “Alt CITI Email” section
- * It may take a few hours for this to update in the system

Researcher		Add Note	View Audit
User, New B.S.			
Email:	newuser@nova.edu	Specialty:	
Relationship to NSU:		Qualifications:	
CITI Alternate Emails:			

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) [Add Note](#)

<p>Professional experience Education (earned degrees only) Employment Licensure Research Experience</p>	<p><i>Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.</i></p>
-------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Current Expirations [Add Note](#) [View Audit](#)

Contact	Expires (as of 08/23/2016)
User, New B.S.	Missing

Alt CITI Email (Required) [Add Note](#)

<input type="text"/>

Please attach a copy of your CITI training certificate here (Required) [Add Note](#)

✘ CITI Completion Report CITI Training Certificate

- * Attach a copy of your CITI Completion Report
- * Please see our website at <http://www.nova.edu/irb/training.html> for more information regarding CITI Training

Researcher		Add Note	View Audit
User, New B.S.			
Email:	newuser@nova.edu	Specialty:	
Relationship to NSU:		Qualifications:	
CITI Alternate Emails:			
Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) Add Note			
Professional experience Education (earned degrees only) Employment Licensure Research Experience		<i>Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.</i>	
Current Expirations Add Note View Audit			
Contact	Expires (as of 08/23/2016)		
User, New B.S.	Missing		
Alt CITI Email (Required) Add Note			
Please attach a copy of your CITI training certificate here (Required) Add Note			
<input checked="" type="checkbox"/> CITI Completion Report <input type="checkbox"/> CITI Training Certificate			

* Once completed click “Next”



Researcher		Add Note	View Audit
User, New B.S.			
Email:	<input type="text" value="newuser@nova.edu"/>	Specialty:	<input type="text"/>
Relationship to NSU:	<input type="text"/>	Qualifications:	<input type="text"/>
CITI Alternate Emails:	<input type="text"/>		

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) [Add Note](#)

<input type="text" value="Professional experience"/> <input type="text" value="Education (earned degrees only)"/> <input type="text" value="Employment"/> <input type="text" value="Licensure"/> <input type="text" value="Research Experience"/>	<i>Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.</i>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

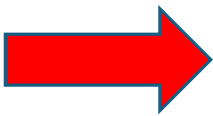
Current Expirations		Add Note	View Audit
Contact	Expires (as of 08/23/2016)		
User, New B.S.	Missing		

Alt CITI Email (Required) [Add Note](#)

<input type="text" value="newuser@gmail.com"/>

Please attach a copy of your CITI training certificate here (Required) [Add Note](#)

✘ CITI Completion Report CITI Training Certificate



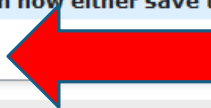
* Click “Submit” to submit the *Researcher Qualification Form*

You've completed the form. You can now either save the form for later revision, or submit it.

Save for Later


Print

Submit



Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d)
PRODWEB4 at 2016-08-23 21:00:20Z
Page generated in 0.027 seconds.

Powered By  IRBManager

- 
- * Once submitted the *Researcher Qualification Form* is locked from editing.
 - * Please contact the IRB Office if you need to re-open the form so that you may edit your qualifications

Questions?

For questions, please contact the NSU IRB Office:

irb@nova.edu

or

954-262-5369