This Energizer covers how to register an account in IRBNet and manage your User Profile. It will illustrate how to:

- Create and activate your account in IRBNet
- Manage your affiliations from your User Profile
New User Registration

To begin the registration process, go to www.irbnet.org and click the New User Registration link.

Users that are not registered on IRBNet may click here to self-register.

If you have forgotten your password, click here.
Basic Account Information

Fill out your first and last name, and choose a username and password.

- Always use your proper name, with standard capitalization as this information is used throughout the system.
- Passwords must contain 8 (eight) characters.
Individual Terms of Use

All IRBNet users must agree to the Individual Terms of Use in order to register on the system.

1. Acceptance of Terms.

This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Research Datalore, LLC and both the company and service name are used interchangeably in this Agreement. In addition, when using particular IRBNet owned or operated services, you shall be subject to any posted guidelines or rules applicable to such services which may be posted from time to time. All such guidelines or rules are hereby incorporated by reference into this Agreement. IRBNet may also offer other services that are governed by different Terms of Use.

If this Agreement or any future changes are unacceptable to you, your sole remedy is to terminate your use of the Service. If you do not accept and abide by this Agreement, you may not use the services offered by IRBNet. By accessing or using the Service, you confirm your acceptance of, and agree to be bound by, this Agreement and any future changes to this Agreement. You agree to use the Service only in accordance with this Agreement. Nothing in this Agreement shall be deemed to confer any third party benefits.

Click “Accept” to accept the terms of use and continue.

Accept  Reject
Select Your Organization

Search to find your local institution. Contact your local coordinator if you are unclear where you should register.

- Search to find Lehigh University. You may search for your institution using any terms, such as "Lehigh".
- Highlight your institution, and click continue.
Use your iLehigh University email to ensure that you receive your activation email and all automatic notifications from the system. Failure to use an appropriate email address may result in your account not being activated.
Finalize Registration

Verify that the information you have entered is correct. If any of the fields need to be edited, you may do so using the yellow “Edit” links.

✓ Take a moment to confirm that the correct email is listed. It can be corrected by clicking “Edit” and re-entering the address.

✓ Click “Register” and continue. An automated activation email will be sent to your email address.
Registration Complete

Once you finalize your registration, an activation email will be sent to your registered email address. You will need to click the link within that email to activate your account.

 ✓ Click “Continue” to finalize your registration and send the activation email.
Visit the inbox of your registered email address and click the link within the “IRBNet Activation Required” email to activate your account.

- From your email inbox, open the “IRBNet Activation Required” message.
  - Click the link to complete your activation.

Congratulations, you are now a member of the National Research Network!
Manage Affiliations

From the User Profile page you can add additional affiliations and trigger additional activation emails, if needed.

- Use the Add an Additional Affiliation link to add research affiliations.
- This is helpful if you are affiliated with multiple institutions, or if you are both a researcher and a board member.

Click the “Send me an activation email” link to trigger an additional activation email to your registered email address.
The Lehigh University Office of Research Integrity can offer you assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet.