

## How do I create my IRBNet Account?

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

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- 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/diETTxBxERtyKny613>.

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