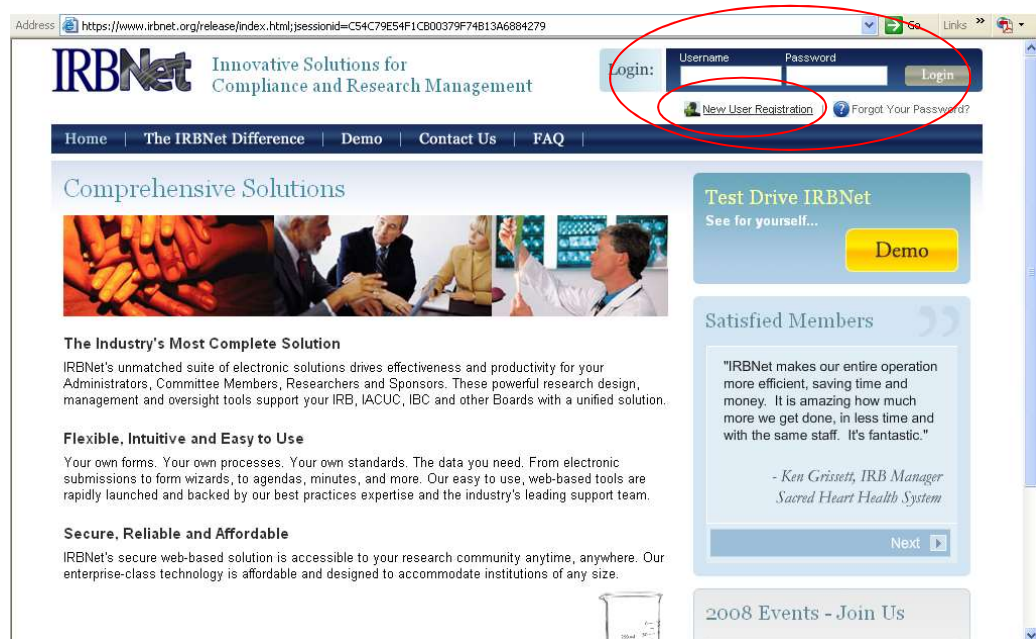


Applications to do Research at Carle are now done electronically with IRBNet.org programming.

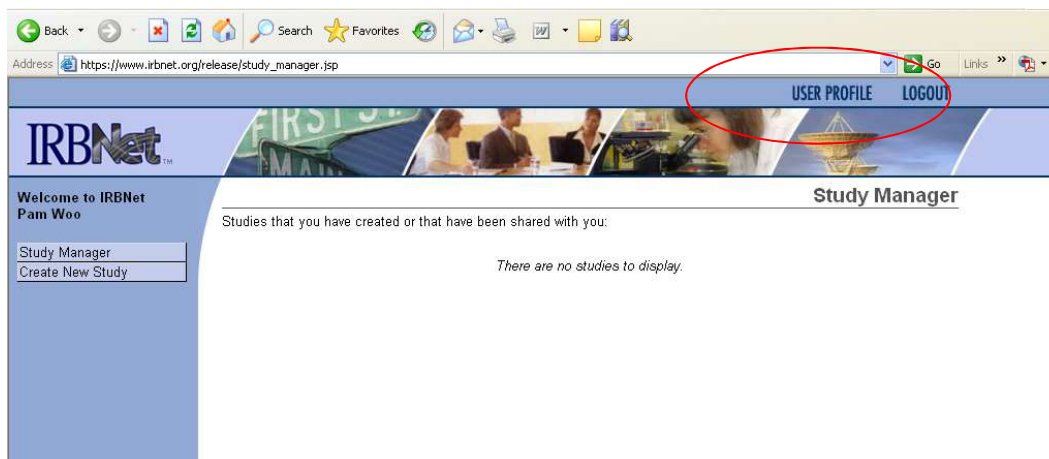
Step 1 - Connect to <http://www.IRBNet.org>

Step 2 - Log in.

- **First time users**, Complete the New User Registration profile. Accept terms of IRBNet.org and select Carle Foundation Hospital as the researcher organization. Also, don't forget to add or change your affiliation. Don't forget the password you use! Go to your email address and activate your IRBNET.org registration. If you have already been registered as a member of a review board, you can log in and add additional affiliations as necessary by updating your user profile.
- **All other users**, log in to <http://www.IRBNet.org> using your user name and password.



See below how to update your user profile: Notice that the background is white. A white background means that you are in the "live" environment. If you see a green background you are in the training environment.



Update your profile by clicking on the yellow edit buttons. To add/change an affiliation, select the blue link at the bottom of the page

The screenshot shows the IRBNet User Profile page. The header includes the IRBNet logo and navigation links for 'USER PROFILE' and 'LOGOUT'. The main content area is titled 'User Profile' and 'Manage Your User Profile'. It lists three actions: 'Update your Account Information', 'Change your Password', and 'Add, update or delete Affiliations'. Below this, there is a section for 'User Account Information and Password' with an 'Edit' link. The user's details are listed: User Name: pwoo, First Name: Pam, Last Name: Woo. There is also an 'Affiliations' section with a blue link 'Add an Additional Affiliation' and one active affiliation: 'Researcher at Carle Foundation and Clinic, Urbana, IL' with an 'Edit' link. Contact information for this affiliation includes Telephone Number 217-326-4506 and Email pam.woo@carle.com.

If you get a warning message when trying to create a new study you have not activated your profile from the email that was sent to your inbox.

You have one or more affiliations that are not yet active. You may activate these affiliations by clicking on the link in the activation email that was sent to your contact email address. To view your affiliations, click on the User Profile link.