INSTRUCTIONS: REGISTERING WITH IRBNet
(IRB & IACUC)

1. **Go to http://www.irbnet.org**
   - Please do *not* request a demo from this site; the demo is not for training purposes.

2. Click on the **'New User Registration'** link in the upper right-corner of the screen.

3. **Create your username and password.**
   - This system does not interface with FHSU's system, but you may choose to use your FHSU username and password if you like. Click **'Continue'.**

4. **Read and accept the Individual User Terms of Use.**

5. **To add your affiliation**: Type the word **'Fort'** into the search box. Uncheck **'Boards'** and **'Sponsors'** leaving only **'Research Institutions'** checked. Click **'Display'.** Select **'Fort Hays State University'** from the organization box. Click **'Continue**.'

6. **Enter your contact information**: Enter the email address at which you would like to receive communications through the IRBNet system (e.g. notification of IRB decisions, communications from your research team or research compliance administrator). Click **'Continue'.**

7. Review your provided information and edit as necessary. When you are satisfied, click **'Register.'**

8. An email will be sent to the email address you provided in Step 6, with **"IRBNet Activation Required"** in the subject line. You will need to click on the link provided in this registration email to activate your account. Clicking on the link will take you to the IRBNet homepage.

If you need further assistance with this process, please contact the Research Compliance Administrator (IRB@fhsu.edu or IACUC@fhsu.edu).