FORT HAYS STATE UNIVERSITY

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OFFICE OF SCHOLARSHIP AND SPONSORED PROJECTS

INSTRUCTIONS ON REGISTERING WITH IRBNet

1. Go to http://www.irbnet.org [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-hand 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 administrator).

Click 'Continue'.

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

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 in order 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 Office of Scholarship and Sponsored Projects at 785-628-4349 or lpaige@fhsu.edu

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