

IRB Manager for New Users:

Creating an IRBManager Account

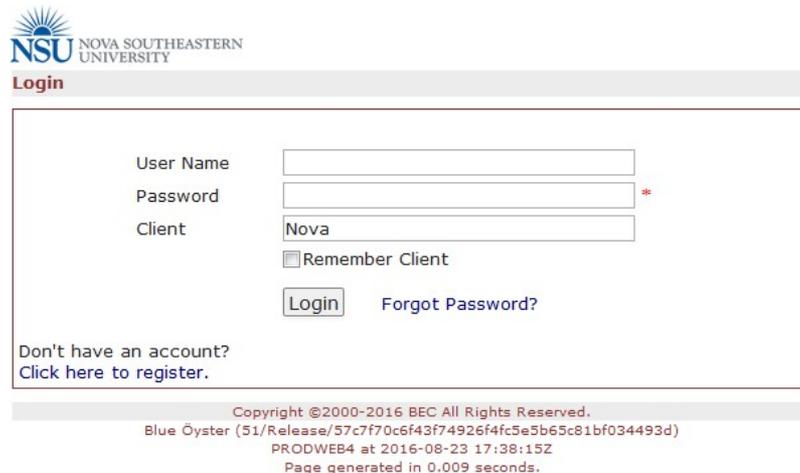
This presentation is recommended to be viewed in Slide Show

NOVA SOUTHEASTERN
UNIVERSITY

NSU
Florida

Access IRBManager Website

- * Access IRBManager at <https://nova.my.irbmanager.com/Login.aspx>
- * This will take you to the Login screen (pictured below) where you can register or log into an IRBManager account.



The screenshot shows the login interface for Nova Southeastern University's IRBManager. At the top left is the NSU logo with the text "NOVA SOUTHEASTERN UNIVERSITY". Below the logo is the word "Login" in red. The main form area contains three input fields: "User Name", "Password" (with a red asterisk to its right), and "Client" (with "Nova" entered). Below the "Client" field is a checkbox labeled "Remember Client". At the bottom of the form are two buttons: "Login" and "Forgot Password?". Below the form is a link: "Don't have an account? Click here to register." At the very bottom of the page is a footer with copyright information: "Copyright ©2000-2016 BEC All Rights Reserved. Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d) PRODWEB4 at 2016-08-23 17:38:15Z Page generated in 0.009 seconds."

Registering Account

- * If you are a new user, select “Click here to register.”
 - * Client = Nova



Login

User Name	<input type="text"/>
Password	<input type="password"/> *
Client	<input type="text" value="Nova"/>
	<input type="checkbox"/> Remember Client
	<input type="button" value="Login"/> Forgot Password?

Don't have an account?
[Click here to register.](#)



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PRODWEB4 at 2016-08-23 17:38:15Z

Page generated in 0.009 seconds.

Registration Information



Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="button" value="v"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="button" value="v"/>
Phone	<input type="text"/>
College	<input type="text"/> <input type="button" value="v"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

- * Enter in information requested by IRBManager

Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="text"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="text"/>
Phone	<input type="text"/>
College	<input type="text"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

- * Your official NSU email address must be used when registering for IRBManager
- * Personal email addresses should only be used for individuals external to NSU.

Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="button" value="v"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="button" value="v"/>
Phone	<input type="text"/>
College	<input type="text"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

- * Enter address where you receive mail
- * If you are a student, do not give the address for your academic college or advisor

Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="button" value="v"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="button" value="v"/>
Phone	<input type="text"/>
College	<input type="text"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

* Enter phone number where you may be reached if necessary

* If you are a student, do not give the phone number for your academic college or advisor

First Name	<input type="text" value="New"/>
Last Name	<input type="text" value="User"/>
E-Mail	<input type="text" value="newuser@nova.edu"/>
Confirm E-Mail	<input type="text" value="newuser@nova.edu"/>
Address Line 1	<input type="text" value="3301 College Ave"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Fort Lauderdale"/>
State/Province	<input type="text" value="FL - Florida"/>
Zip/Postal	<input type="text" value="33314"/>
Country	<input type="text" value="United States"/>
Phone	<input type="text" value="954-262-5376"/>
College	<input type="text" value="College"/>
Other E-Mail(s) used with CITI Program (if any)	<input type="text"/>
Post-Registration Step	<input type="text"/>

Abraham S. Fischler College of Education
College of Dental Medicine
College of Health Care Sciences
College of Medical Science
College of Natural Sciences and Oceanography
College of Nursing
College of Optometry
College of Osteopathic Medicine
College of Pharmacy
College of Psychology
College of Allopathic Medicine
College of Engineering and Computing
College of Humanities, Arts, and Social Sciences
H. Wayne Huizenga College of Business and Entrepreneurship
Institutional Review Board
Mailman Segal Institute
Shepard Broad College of Law

- * For 'College' select the academic college you are affiliated with
- * i.e. if you are a nursing student, you would select 'College of Nursing'

Register

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	FL - Florida <input type="button" value="v"/>
Zip/Postal	<input type="text"/>
Country	United States <input type="button" value="v"/>
Phone	<input type="text"/>
College	<input type="text"/>
Other EMail(s) used with CITI Program (if any)	Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above. <input type="text"/>
Post-Registration Step	Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.
<input type="button" value="Register"/>	

- * If you used an email address other than your NSU email when you registered for CITI Training, please enter it in 'Other Email(s)' section.

Register

First Name	<input type="text" value="New"/>
Last Name	<input type="text" value="User"/>
E-Mail	<input type="text" value="newuser@nova.edu"/>
Confirm E-Mail	<input type="text" value="newuser@nova.edu"/>
Address Line 1	<input type="text" value="3301 College Ave"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Fort Lauderdale"/>
State/Province	<input type="text" value="FL - Florida"/>
Zip/Postal	<input type="text" value="33314"/>
Country	<input type="text" value="United States"/>
Phone	<input type="text" value="954-262-5376"/>
College	<input type="text" value="Institutional Review Board"/>
Other E-Mail(s) used with CITI Program (if any)	<p>Please list any other emails you have used with the CITI program, one per line. It is <i>not</i> necessary to include the email provided above.</p> <input type="text"/>
Post-Registration Step	<p>Once logged in you will need to complete the Researcher Qualification Form, which you can access under Actions on the left.</p>
	<input type="button" value="Register"/>



- * Once form has been completed, click “Register” at bottom of page.

Complete Registration

- * You will receive an email with your password for accessing your newly created IRBManager account
- * Click 'Return to login'



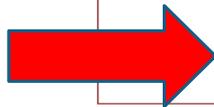
Registration Complete

We have created your account and emailed you your password. It should arrive shortly.

Your user name is your email address, you will have to change your password when you first login.

Please remember, you must complete the Researcher Qualification Form after you login, you can access it under Actions on the left once you login.

[Return to login](#)



Log into IRBManager

- * Enter your login information
 - * User Name = email address
 - * Password = password emailed to you by IRBManager
- * Click “Login”



Login

User Name	<input type="text" value="newuser@nova.edu"/>
Password	<input type="password" value="••••••••"/>
Client	<input type="text" value="Nova"/>
	<input checked="" type="checkbox"/> Remember Client
	<input type="button" value="Login"/> Forgot Password?

Don't have an account?
Click here to register.

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Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d)

PRODWEB4 at 2016-08-23 18:33:18Z

Page generated in 0.022 seconds.

- * You will be asked to select a new password before continuing to log in
 - * Create a new password
- * Click “Reset Password”

 **NSU** NOVA SOUTHEASTERN UNIVERSITY

Reset Password

 A valid password must be at least 6 characters long, be different from the user name, and contain characters from at least 3 of these groups: uppercase letters, lowercase letters, numbers, and special characters (e.g. !, @, #, ~).

Your password is expired. You must select a new password before logging in.

New Password

Confirm



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Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d)
PRODWEB4 at 2016-08-23 18:38:33Z
Page generated in 0.024 seconds.

Powered By  IRBManager

- * Enter User Name and new password to log into IRBManager account

 **NOVA SOUTHEASTERN UNIVERSITY**

Login

 Please log in using your new password.

User Name

Password

Client

Remember Client

 [Forgot Password?](#)

Don't have an account?
[Click here to register.](#)

IRBManager Dashboard

- * You will now be on your HOME screen or Dashboard

The screenshot displays the IRBManager dashboard for Nova Southeastern University. The interface includes a top navigation bar with a 'Home' button and a search field for IRB numbers. The main content area is divided into several sections: 'My IRBManager' with sub-sections for IRB Nos. (0 Active), xForms (1 Active), and Events (0 Open); 'Actions' with links for Researcher Qualification Form, Start xForm, and Show Local IRB No. Id; 'Recent Items'; 'Messages' with a welcome message; and 'My Documents & Forms' showing 0 User Attachments and 1 xForm. A right-hand sidebar contains a 'Notices' section with a welcome message, contact information for the IRB Office, and helpful links. At the bottom, there is a table header for 'My IRB Nos. (0 Active)' with columns for IRB No., Site, PI, Study Title, Expires, and Status.

NSU NOVA SOUTHEASTERN UNIVERSITY

Home Find IRB No. (Ctrl+Q) Take a tour... Help New's Settings Sign of

My IRBManager

IRB Nos. (0 Active)

- You are not associated with any IRB Nos..

xForms (1 Active)

- You have **1 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.

Events (0 Open)

You have no open events.

Actions

- Researcher Qualification Form
- Start xForm
- Show Local IRB No. Id

Recent Items

Messages

Welcome to IRBManager at Nova

My Documents & Forms

- 0 User Attachments
- 1 xForms

Notices

Welcome to Nova Southeastern University's IRBManager!

If you have questions about the Institutional Review Board (IRB) process and/or IRB Forms, please contact the NSU IRB Office at:

(954) 262-5369 or irb@nova.edu

IRB Staff:

- IRB Director: Mr. William Smith
- IRB Post-Approval Monitor: Ms. Crystal Bass
- IRB Administrator: Ms. Rae Levenson

Below are helpful links:

- [NSU IRB Homepage](#)
- [CITI Training Homepage](#)
- [Office of Human Research Protections](#) (Federal)
- [PRIM&R Home Page](#)

My IRB Nos. (0 Active)

IRB No.	Site	PI	Study Title	Expires	Status
---------	------	----	-------------	---------	--------



Dashboard Features:

- * Links you to the CITI training website.
- * Ability to see all protocols linked to your account.
- * Review status of your IACUC and/or IRB application(s).

Completing your Profile

- * Click on “[Your Name]’s Settings” on the right side of the top red toolbar

Home Find IRB No. (Ctrl+Q) Take a tour... Help **New's Settings** Sign out

My IRBManager

IRB Nos. (0 Active)

- You are not associated with any IRB Nos..

xForms (1 Active)

- You have **1 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.

Events (0 Open)

You have no open events.

Recent Items

Messages

Welcome to IRBManager at Nova

My Documents & Forms

0 User Attachments
1 xForms

Notices

Welcome to Nova Southeastern University's IRBManager!
If you have questions about the Institutional Review Board (IRB) process and/or IRB Forms, please contact the NSU IRB Office at:
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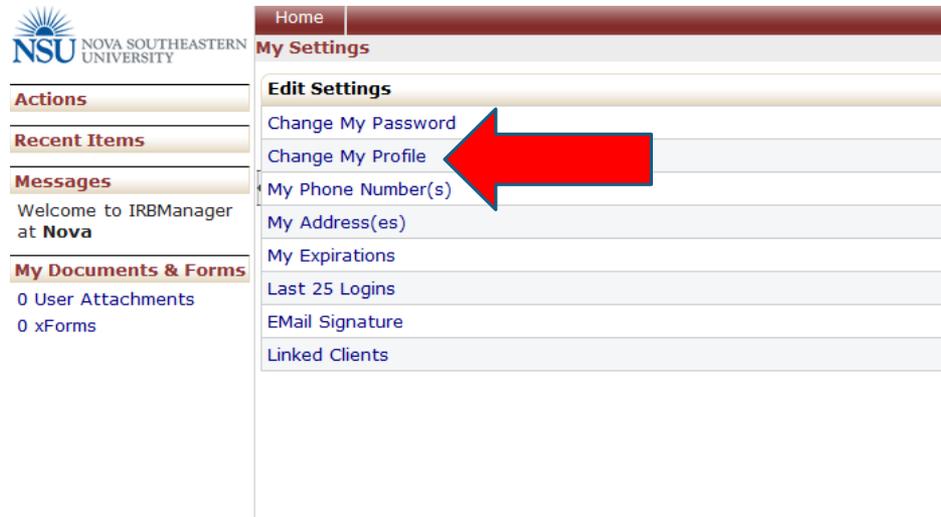
Below are helpful links:

- [NSU IRB Homepage](#)
- [CITI Training Homepage](#)
- [Office of Human Research Protections](#) (Federal)
- [PRIM&R Home Page](#)

My IRB Nos. (0 Active)

IRB No.	Site	PI	Study Title	Expires	Status
---------	------	----	-------------	---------	--------

* Click on “Change my Profile”



The screenshot displays the user interface for the IRBManager system at Nova Southeastern University (NSU). The page is titled "My Settings" and features a navigation bar with a "Home" link. The main content area is organized into several sections: "Edit Settings", "My Address(es)", "My Expirations", "Last 25 Logins", "EMail Signature", and "Linked Clients". A red arrow points to the "Change My Profile" link within the "Edit Settings" section. The left sidebar contains a "Welcome to IRBManager at Nova" message and a "My Documents & Forms" section showing 0 User Attachments and 0 xForms.

NSU NOVA SOUTHEASTERN UNIVERSITY

Home

My Settings

Edit Settings

- Change My Password
- Change My Profile
- My Phone Number(s)
- My Address(es)
- My Expirations
- Last 25 Logins
- EMail Signature
- Linked Clients

Actions

Recent Items

Messages

Welcome to IRBManager at **Nova**

My Documents & Forms

- 0 User Attachments
- 0 xForms

- * Complete missing fields
- * List your earned degrees only in the degree field
- * Do not list degrees that are still in progress



Home

My Profile

User Information

Prefix (Mr, Dr, etc):	<input type="text"/>	First Name:	<input type="text" value="New"/>
Middle Name:	<input type="text"/>	Last Name:	<input type="text" value="User"/>
Suffix (Jr, III, etc):	<input type="text"/>	Degree:	<input type="text"/>
Specialty:	<input type="text"/>	Email Address:	<input type="text" value="newuser@nova.edu"/>
		From Address for Outbound Email:	<input type="text"/>

Update

Actions

Done

Recent Items

Messages

Welcome to IRBManager at Nova

My Documents & Forms

0 User Attachments

0 xForms

* Once complete click “Update”



Actions

Done

Recent Items

Messages

Welcome to IRBManager at Nova

My Documents & Forms

0 User Attachments

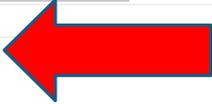
0 xForms

Home

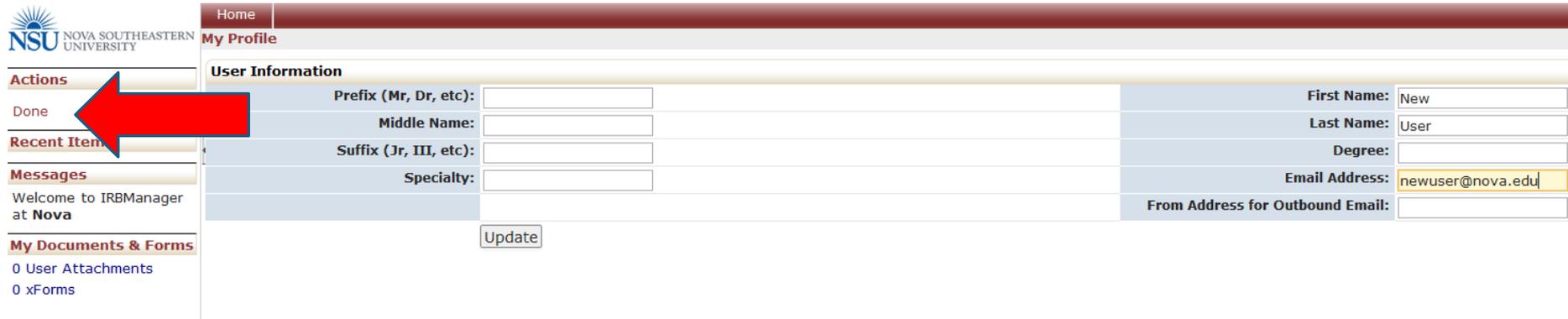
My Profile

User Information

Prefix (Mr, Dr, etc):	<input type="text"/>	First Name:	<input type="text" value="New"/>
Middle Name:	<input type="text"/>	Last Name:	<input type="text" value="User"/>
Suffix (Jr, III, etc):	<input type="text"/>	Degree:	<input type="text"/>
Specialty:	<input type="text"/>	Email Address:	<input type="text" value="newuser@nova.edu"/>
		From Address for Outbound Email:	<input type="text"/>

Update 

* Click “Done” to exit back to dashboard.



The screenshot shows the 'My Profile' page of the Nova Southeastern University (NSU) IRBManager system. The page is titled 'My Profile' and contains a 'User Information' section with several input fields and a 'Done' button. A red arrow points to the 'Done' button. The 'User Information' section includes fields for Prefix (Mr, Dr, etc), Middle Name, Suffix (Jr, III, etc), and Specialty. The 'First Name' field is filled with 'New', 'Last Name' with 'User', and 'Email Address' with 'newuser@nova.edu'. There is also a 'From Address for Outbound Email' field. An 'Update' button is located below the 'Specialty' field. The left sidebar contains navigation links for 'Actions', 'Recent Items', 'Messages', and 'My Documents & Forms'.

User Information	
Prefix (Mr, Dr, etc):	<input type="text"/>
Middle Name:	<input type="text"/>
Suffix (Jr, III, etc):	<input type="text"/>
Specialty:	<input type="text"/>
First Name:	<input type="text" value="New"/>
Last Name:	<input type="text" value="User"/>
Degree:	<input type="text"/>
Email Address:	<input type="text" value="newuser@nova.edu"/>
From Address for Outbound Email:	<input type="text"/>

Actions

[Done](#)

Recent Items

Messages

Welcome to IRBManager at Nova

My Documents & Forms

0 User Attachments

0 xForms

Questions?

For questions, please contact the NSU IACUC:

NSUIACUC@nova.edu