



# **eIRB Registration**

How to register and login to the eIRB application.

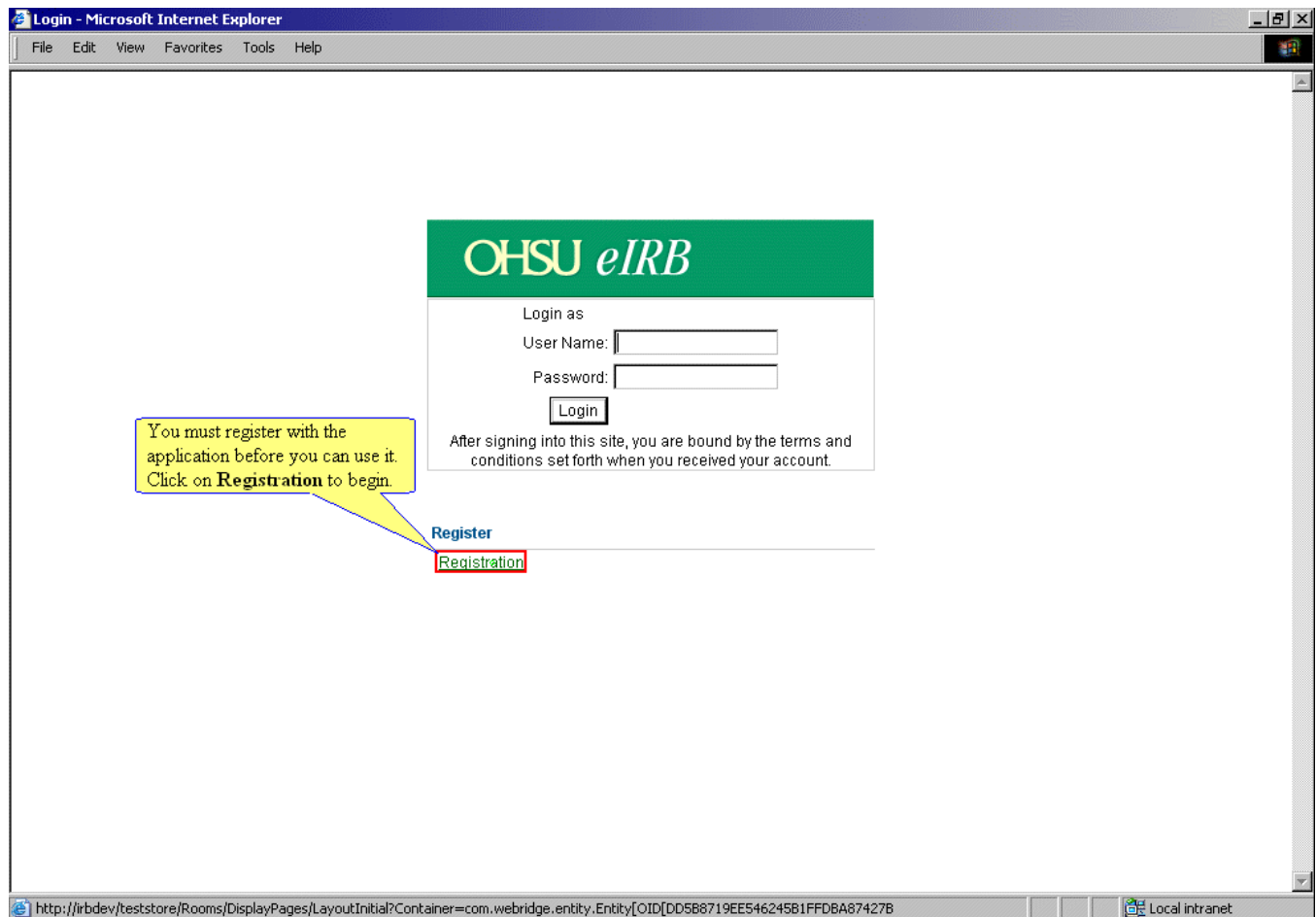
Edu-Tech Center

June 30, 2004



## Login - Microsoft Internet Explorer

Step 1 - Click on [Registration](#)



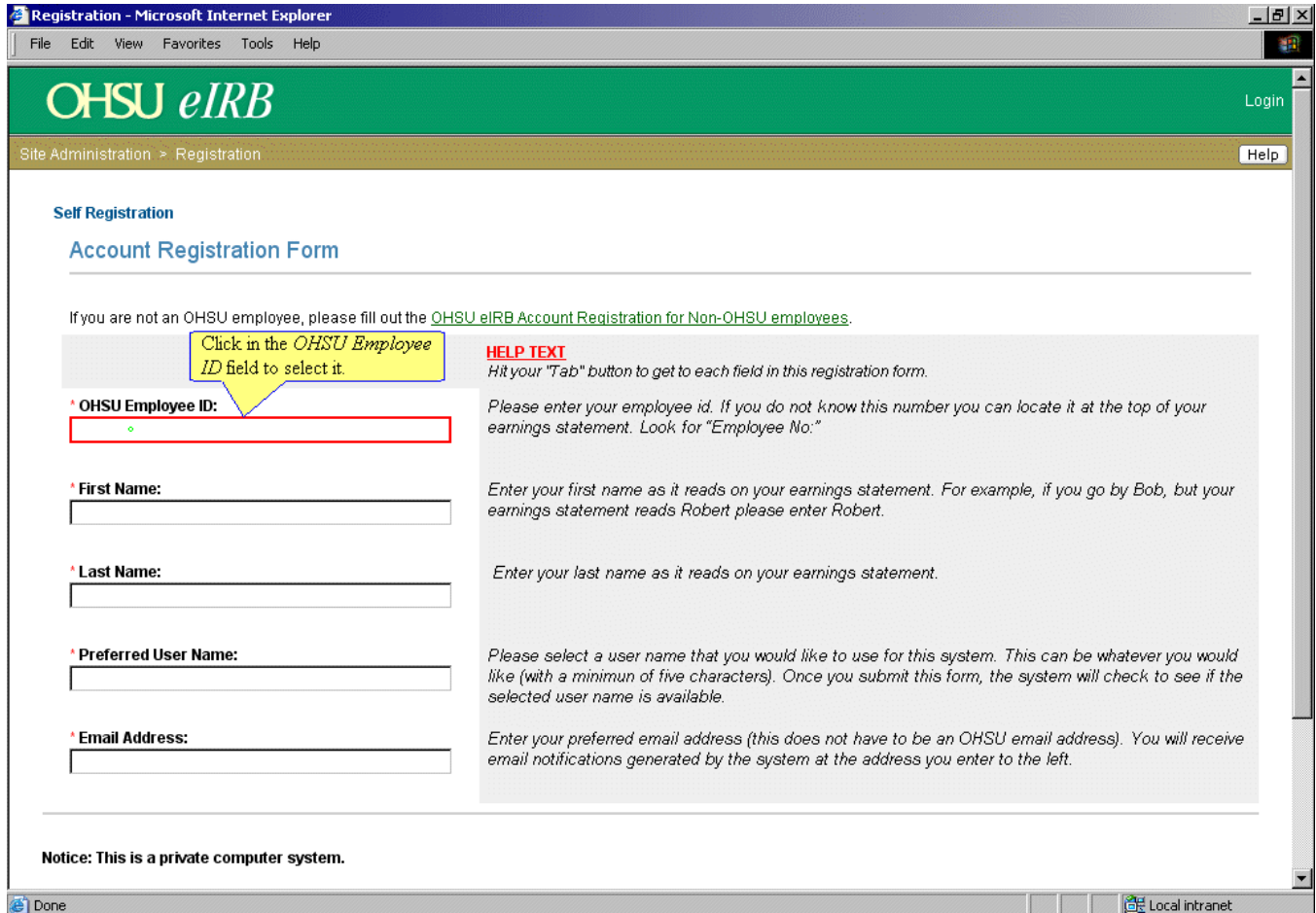
### Notes:

You must register with the application before you can use it. Click on Registration to begin.



## Registration - Microsoft Internet Explorer

Step 2 - Click on OHSU the Employee ID field to select it



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OHSU eIRB Login

Site Administration > Registration Help

**Self Registration**

**Account Registration Form**

If you are not an OHSU employee, please fill out the [OHSU eIRB Account Registration for Non-OHSU employees](#).

Click in the OHSU Employee ID field to select it.

**OHSU Employee ID:**

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."

**First Name:**

Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.

**Last Name:**

Enter your last name as it reads on your earnings statement.

**Preferred User Name:**

Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.

**Email Address:**

Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.

**Notice: This is a private computer system.**

Done Local intranet

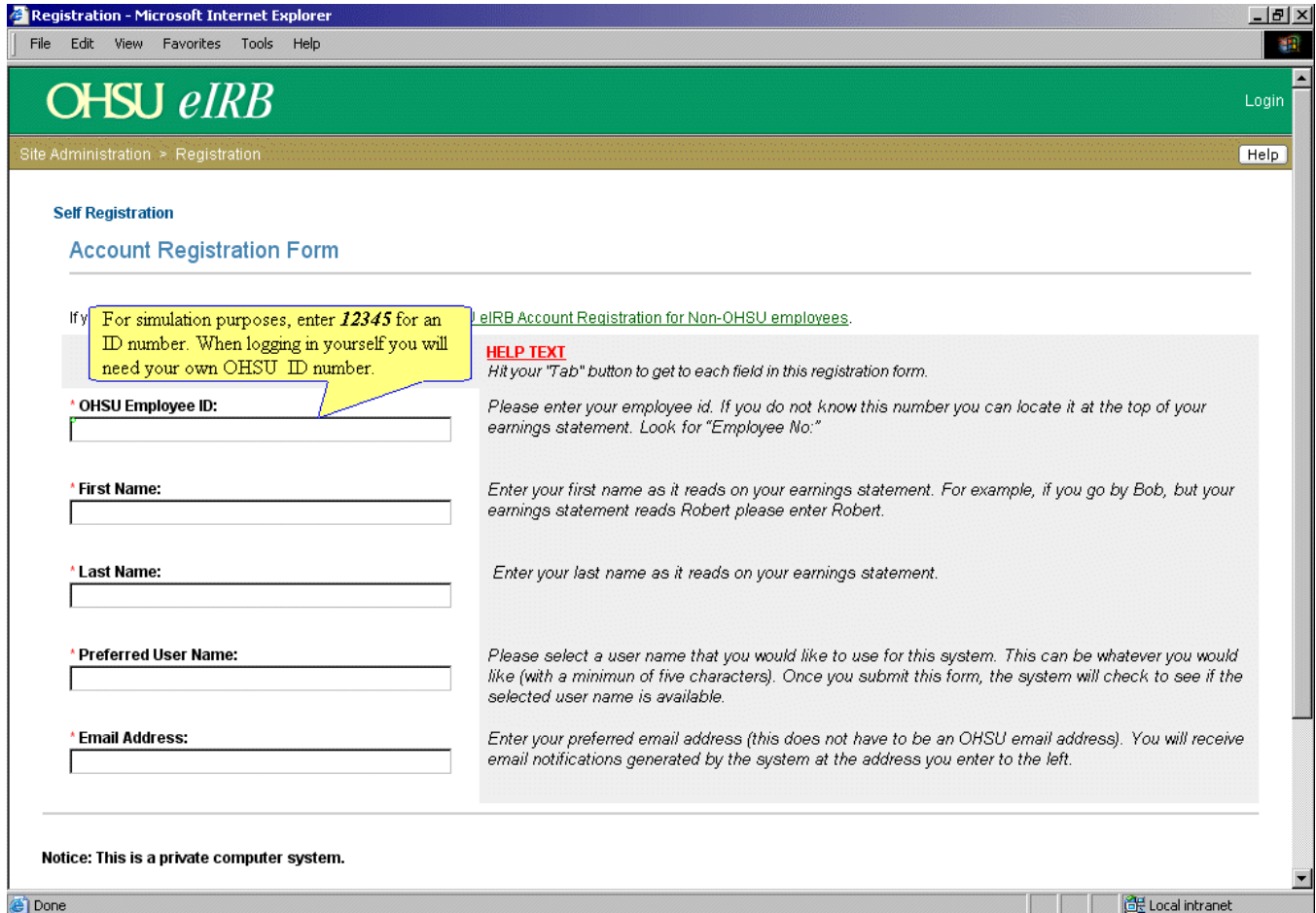
### Notes:

Click in the OHSU Employee ID field to select it.



## Registration - Microsoft Internet Explorer

Step 3 - Type "12345" in edit box



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OHSU eIRB Login

Site Administration > Registration Help

Self Registration

Account Registration Form

If you are a Non-OHSU employee, please click here for eIRB Account Registration for Non-OHSU employees.

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."

Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.

Enter your last name as it reads on your earnings statement.

Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.

Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.

**Notice: This is a private computer system.**

Done Local intranet

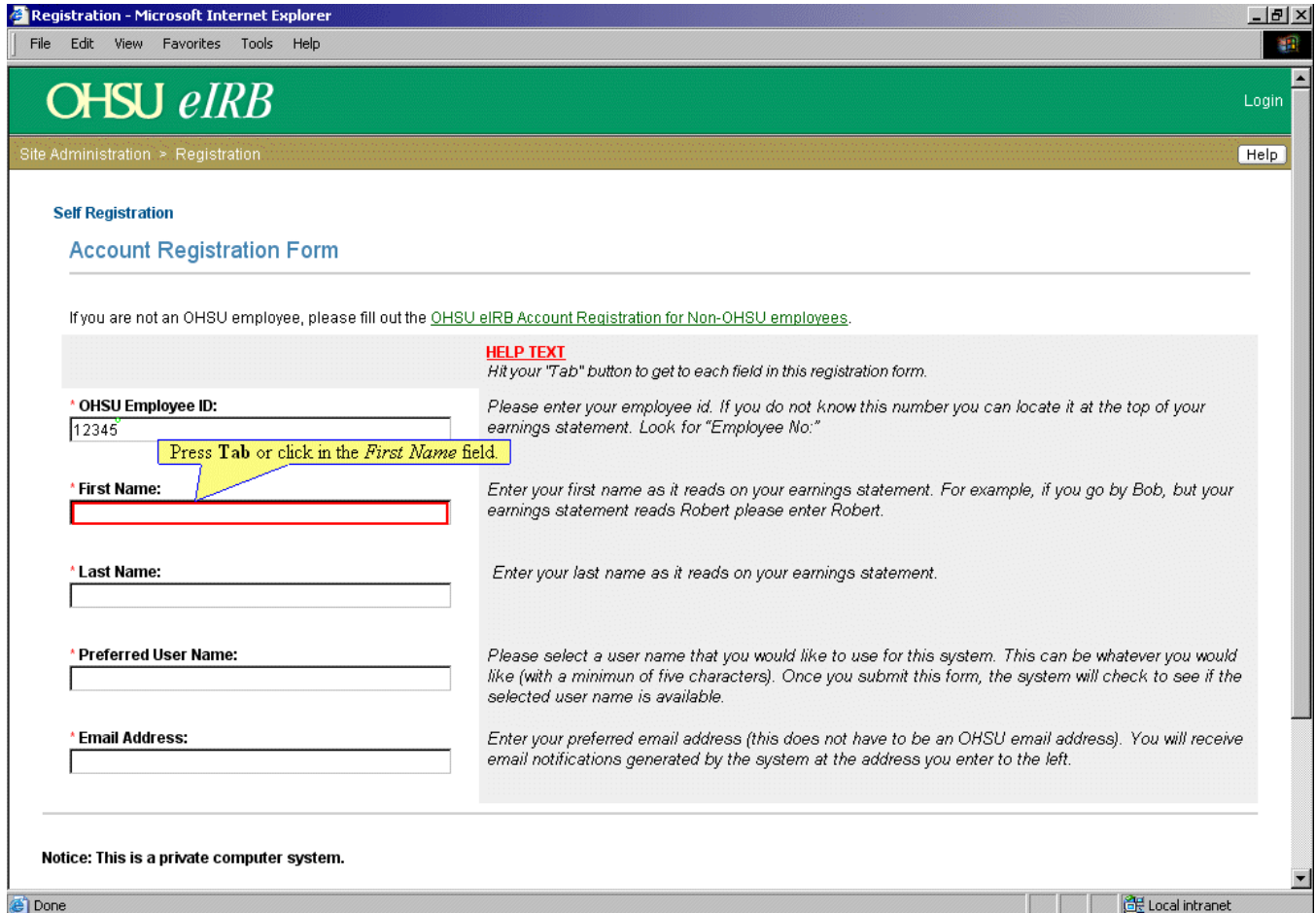
### Notes:

For simulation purposes, enter 12345 for an ID number. When logging in yourself you will need your own OHSU ID number.



### Registration - Microsoft Internet Explorer

Step 4 - Press the Tab key to move to the next field



**Notes:**

Press Tab or click in the First Name field.



### Registration - Microsoft Internet Explorer

Step 5 - Type "John" in edit box

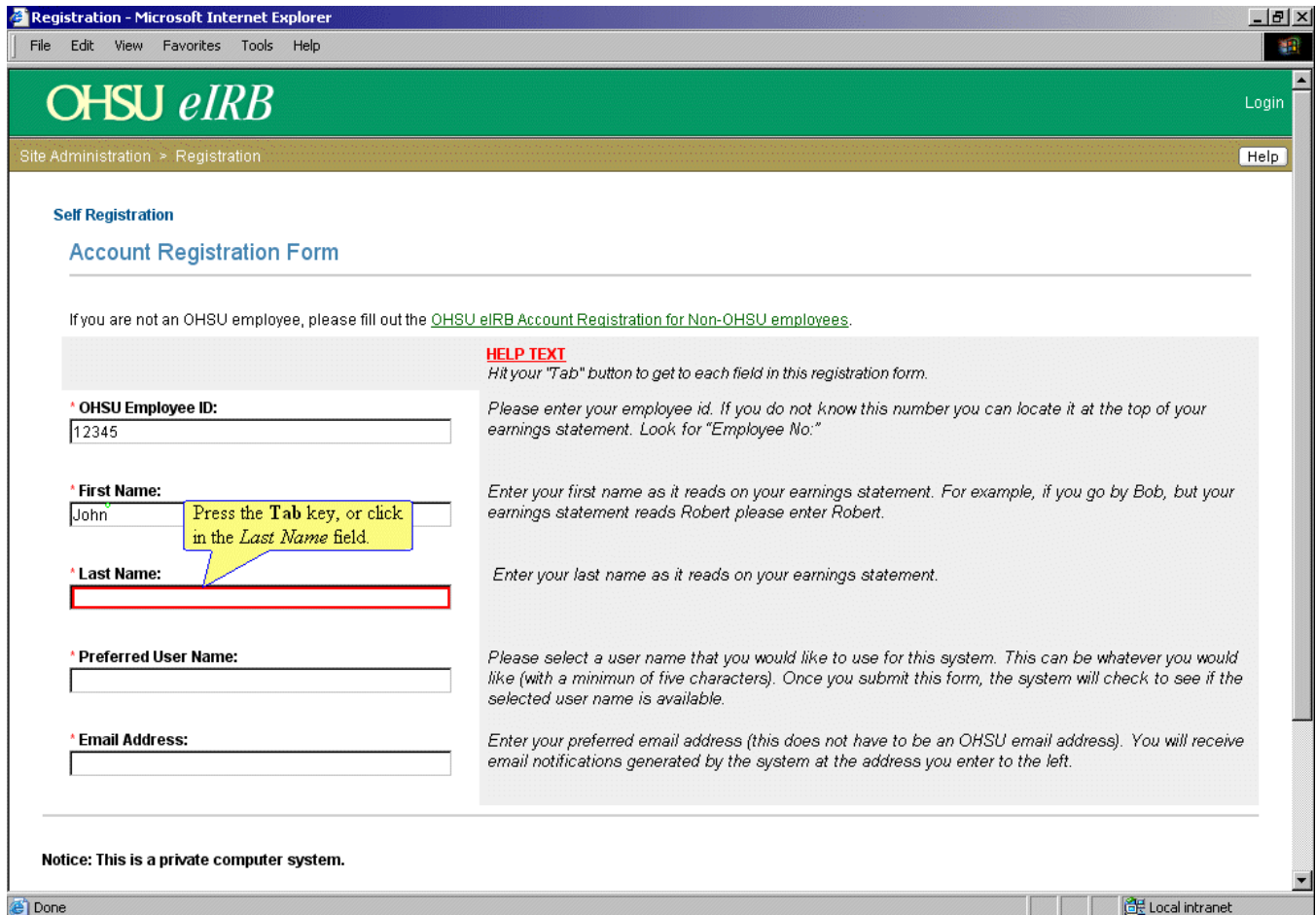
**Notes:**

For simulation purposes, enter John for the first name.



## Registration - Microsoft Internet Explorer

Step 6 - Press the Tab key to move to the next field



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OHSU eIRB Login

Site Administration > Registration Help

**Self Registration**

**Account Registration Form**

If you are not an OHSU employee, please fill out the [OHSU eIRB Account Registration for Non-OHSU employees](#).

**OHSU Employee ID:**  
12345

**First Name:**  
John

**Last Name:**

**Preferred User Name:**

**Email Address:**

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."

Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.

Enter your last name as it reads on your earnings statement.

Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.

Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.

**Notice: This is a private computer system.**

Done Local intranet

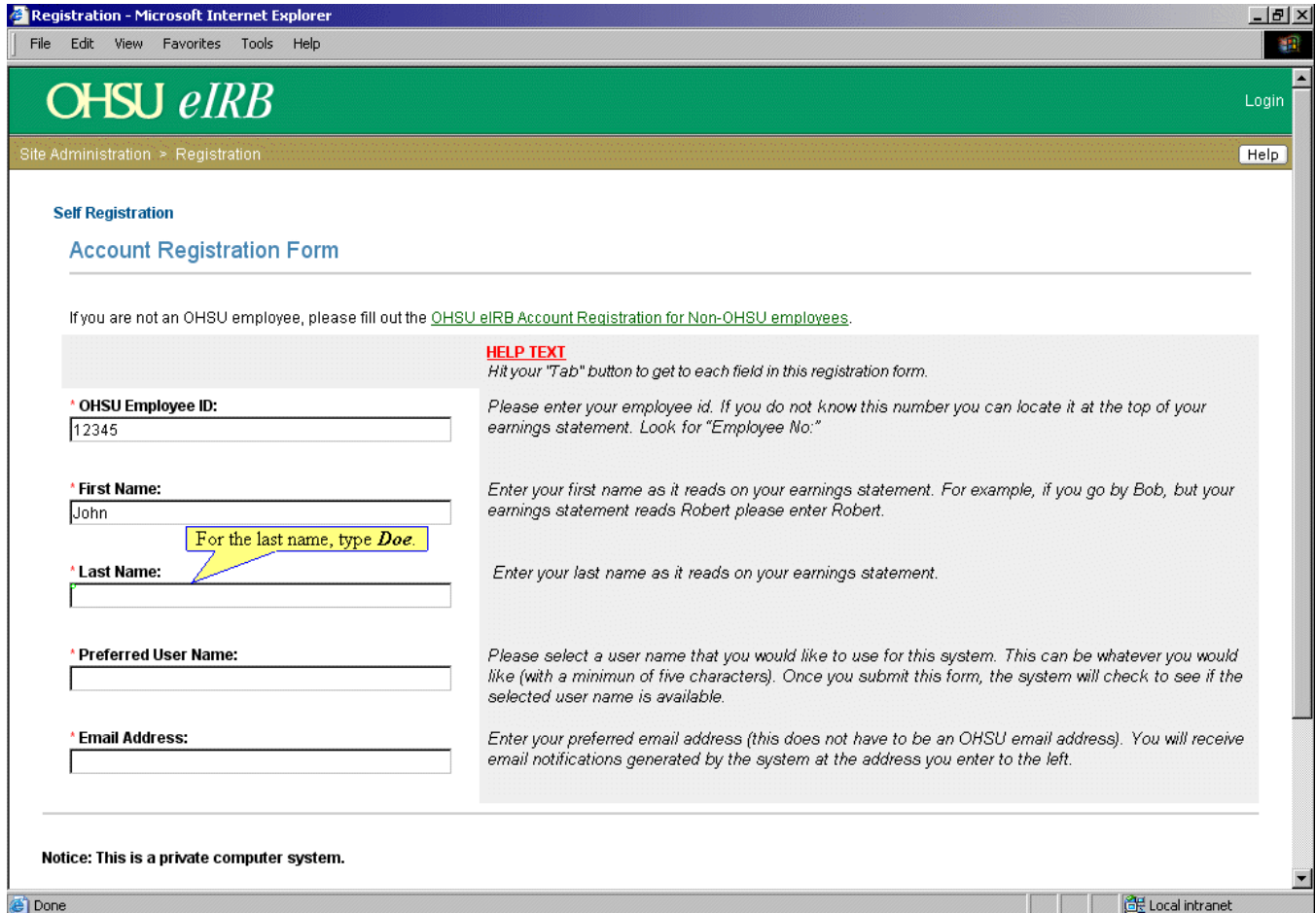
### Notes:

Press the Tab key, or click in the Last Name field.



## Registration - Microsoft Internet Explorer

Step 7 - Type "Doe" in edit box



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OHSU eIRB Login

Site Administration > Registration Help

### Self Registration

#### Account Registration Form

If you are not an OHSU employee, please fill out the [OHSU eIRB Account Registration for Non-OHSU employees](#).

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

**OHSU Employee ID:**  
12345  
*Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."*

**First Name:**  
John  
*Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.*

**Last Name:**  
*Enter your last name as it reads on your earnings statement.*

**Preferred User Name:**  
*Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.*

**Email Address:**  
*Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.*

**Notice: This is a private computer system.**

Done Local intranet

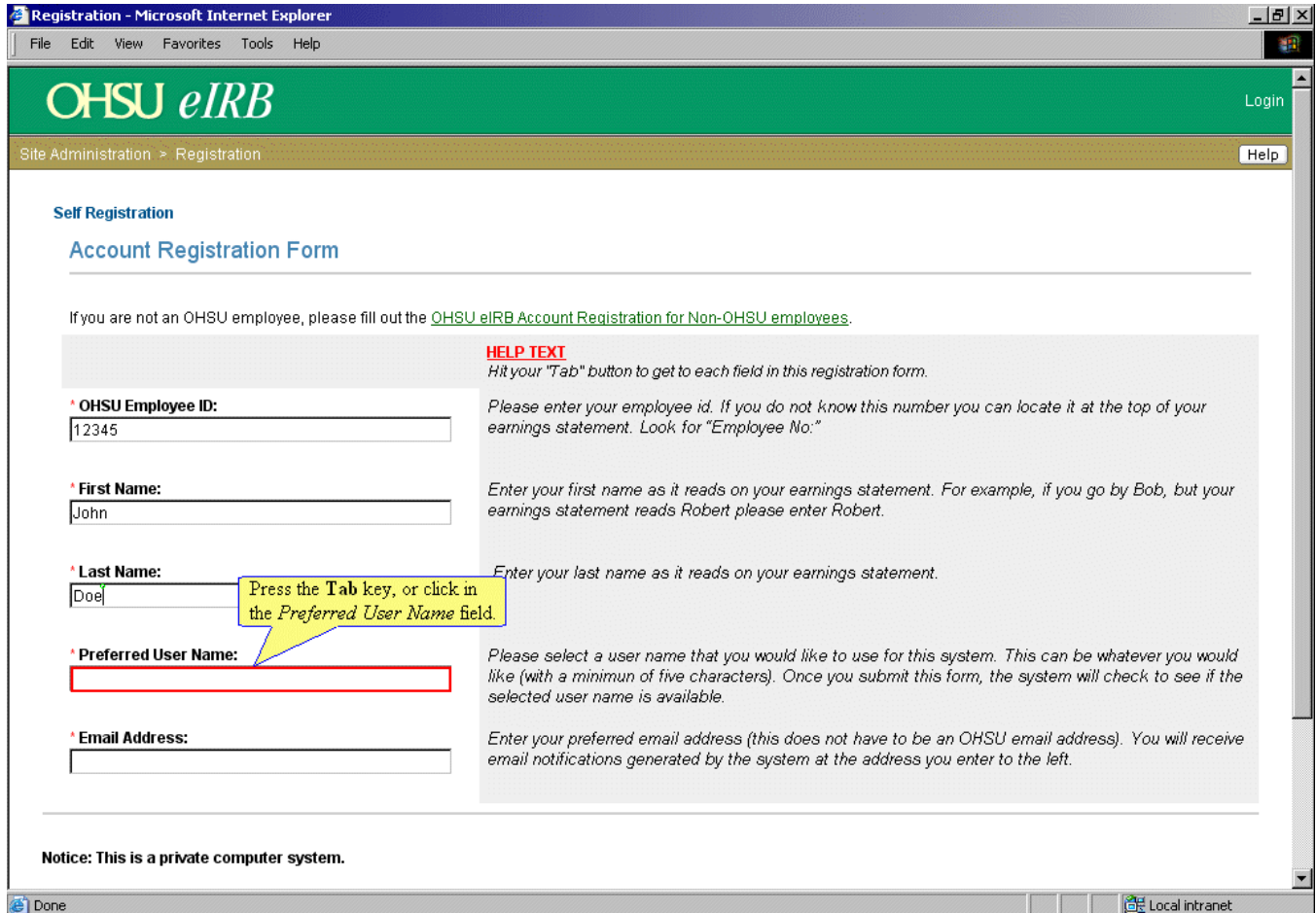
### Notes:

For the last name, type Doe.



## Registration - Microsoft Internet Explorer

Step 8 - Press the Tab key to move to the next field



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OHSU eIRB Login

Site Administration > Registration Help

### Self Registration

#### Account Registration Form

If you are not an OHSU employee, please fill out the [OHSU eIRB Account Registration for Non-OHSU employees](#).

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

\* OHSU Employee ID:  
12345  
*Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."*

\* First Name:  
John  
*Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.*

\* Last Name:  
Doe  
*Enter your last name as it reads on your earnings statement.*

\* Preferred User Name:  
  
*Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.*

\* Email Address:  
  
*Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.*

**Notice: This is a private computer system.**

Done Local intranet

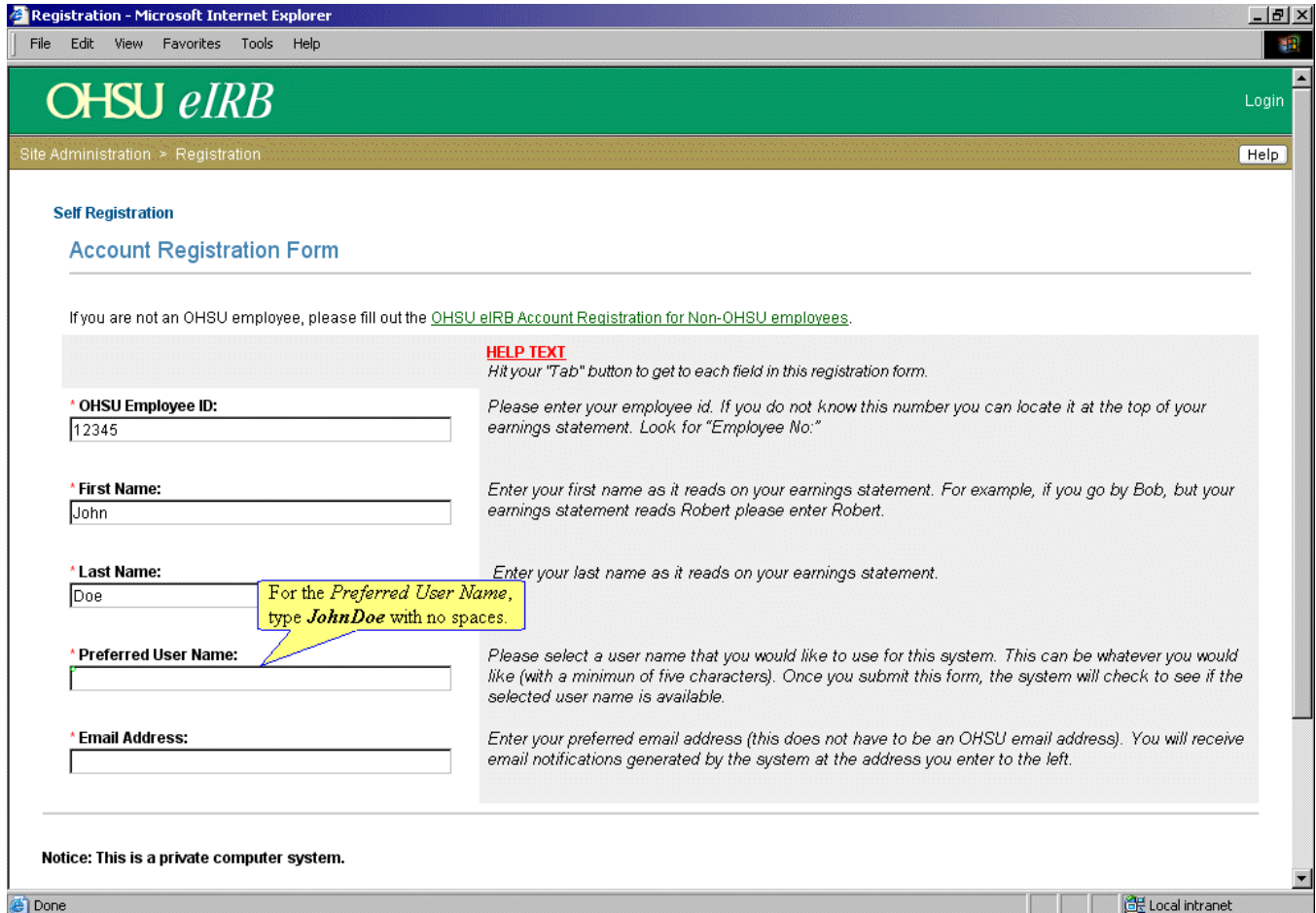
### Notes:

Press the Tab key, or click in the Preferred User Name field.



## Registration - Microsoft Internet Explorer

Step 9 - Type "JohnDoe" in Preferred User Name field



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OHSU eIRB Login

Site Administration > Registration Help

**Self Registration**

**Account Registration Form**

If you are not an OHSU employee, please fill out the [OHSU eIRB Account Registration for Non-OHSU employees](#).

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

**\* OHSU Employee ID:**  
12345  
*Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."*

**\* First Name:**  
John  
*Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.*

**\* Last Name:**  
Doe  
*Enter your last name as it reads on your earnings statement.*

**\* Preferred User Name:**  
*Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.*

**\* Email Address:**  
*Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.*

**Notice: This is a private computer system.**

Done Local intranet

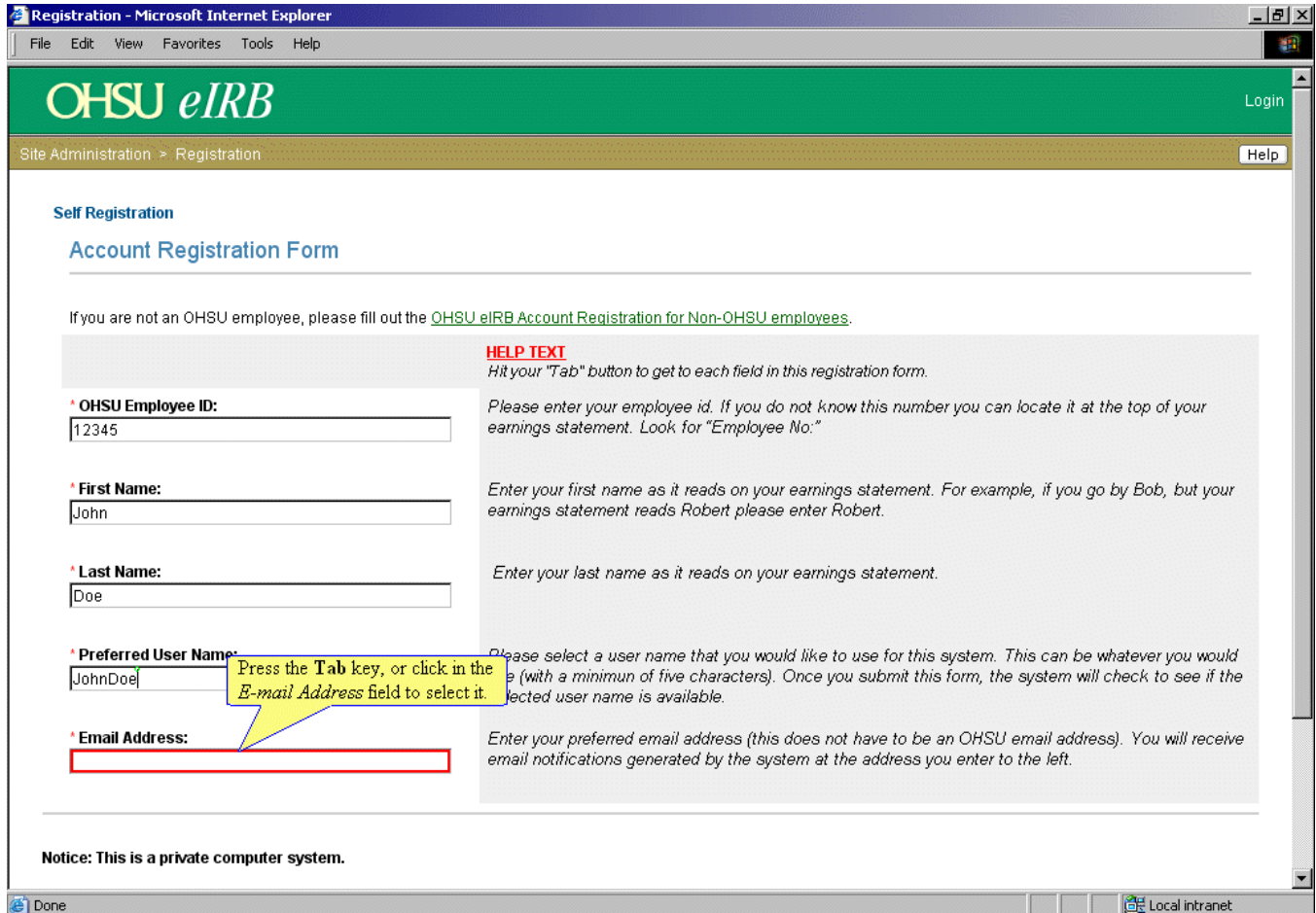
### Notes:

For the Preferred User Name, type JohnDoe with no spaces.



## Registration - Microsoft Internet Explorer

Step 10 - Press the Tab key to move to the next field



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OHSU eIRB Login

Site Administration > Registration Help

**Self Registration**

**Account Registration Form**

If you are not an OHSU employee, please fill out the [OHSU eIRB Account Registration for Non-OHSU employees](#).

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

**\* OHSU Employee ID:**  
12345  
*Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."*

**\* First Name:**  
John  
*Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.*

**\* Last Name:**  
Doe  
*Enter your last name as it reads on your earnings statement.*

**\* Preferred User Name:**  
JohnDoe  
*Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.*

**\* Email Address:**  
  
*Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.*

**Notice: This is a private computer system.**

Done Local intranet

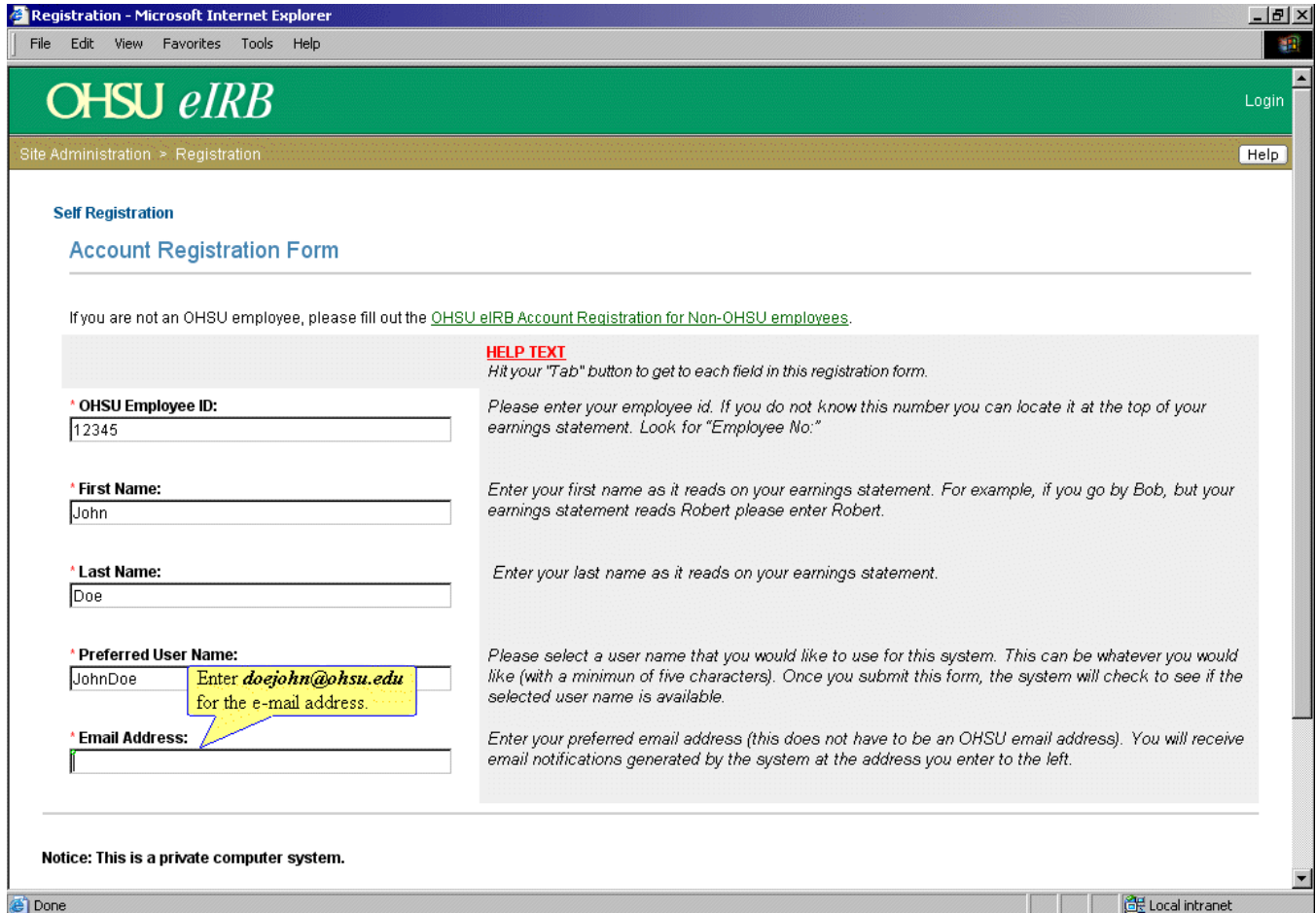
### Notes:

Press the Tab key, or click in the E-mail Address field to select it.



## Registration - Microsoft Internet Explorer

Step 11 - Type "doejohn@ohsu.edu" in edit box



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OHSU eIRB Login

Site Administration > Registration Help

**Self Registration**

**Account Registration Form**

If you are not an OHSU employee, please fill out the [OHSU eIRB Account Registration for Non-OHSU employees](#).

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

**\* OHSU Employee ID:**  
12345  
*Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."*

**\* First Name:**  
John  
*Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.*

**\* Last Name:**  
Doe  
*Enter your last name as it reads on your earnings statement.*

**\* Preferred User Name:**  
JohnDoe  
*Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.*

**\* Email Address:**  
*Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.*

**Notice: This is a private computer system.**

Done Local intranet

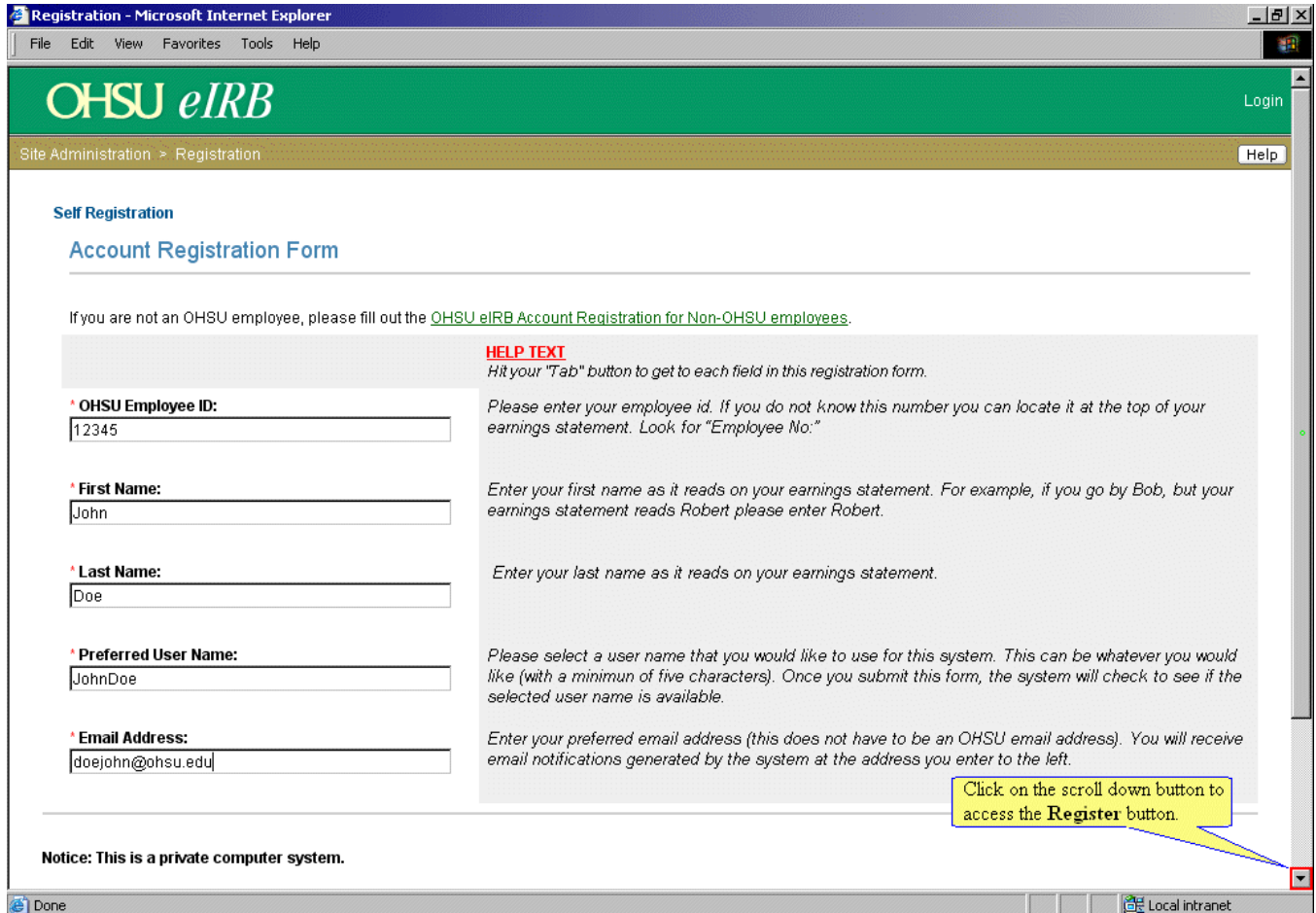
### Notes:

Enter doejohn@ohsu.edu for the e-mail address.



### Registration - Microsoft Internet Explorer

Step 12 - Click on the window scroll down button




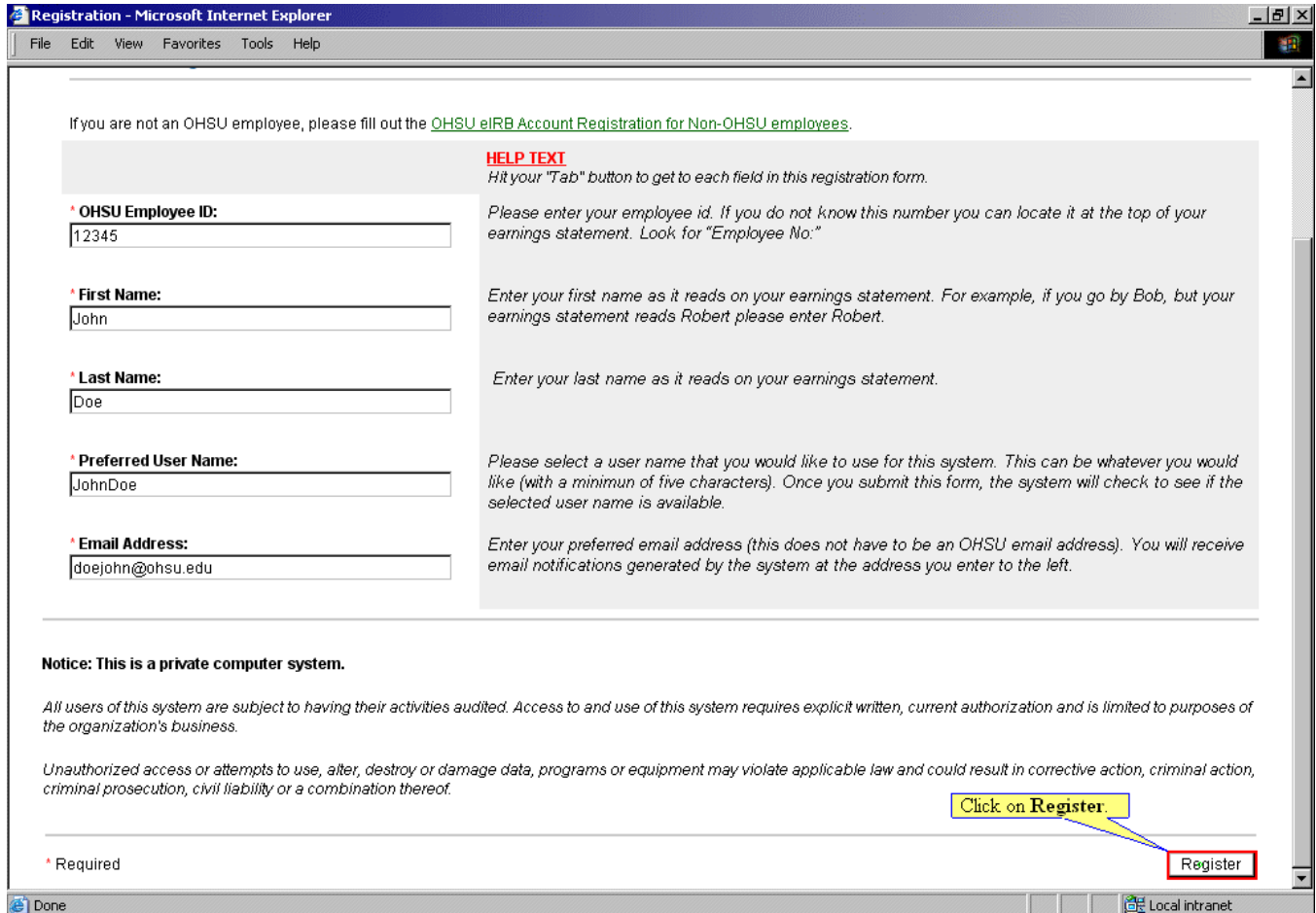
**Notes:**

Click on the scroll down button to access the Register button.



## Registration - Microsoft Internet Explorer

Step 13 - Click on 



Registration - Microsoft Internet Explorer

If you are not an OHSU employee, please fill out the [OHSU eIRB Account Registration for Non-OHSU employees](#).

**HELP TEXT**  
Hit your "Tab" button to get to each field in this registration form.

\* **OHSU Employee ID:**  
12345  
*Please enter your employee id. If you do not know this number you can locate it at the top of your earnings statement. Look for "Employee No."*

\* **First Name:**  
John  
*Enter your first name as it reads on your earnings statement. For example, if you go by Bob, but your earnings statement reads Robert please enter Robert.*



\* **Last Name:**  
Doe  
*Enter your last name as it reads on your earnings statement.*

\* **Preferred User Name:**  
JohnDoe  
*Please select a user name that you would like to use for this system. This can be whatever you would like (with a minimum of five characters). Once you submit this form, the system will check to see if the selected user name is available.*

\* **Email Address:**  
doejohn@ohsu.edu  
*Enter your preferred email address (this does not have to be an OHSU email address). You will receive email notifications generated by the system at the address you enter to the left.*

**Notice: This is a private computer system.**  
*All users of this system are subject to having their activities audited. Access to and use of this system requires explicit written, current authorization and is limited to purposes of the organization's business.*  
*Unauthorized access or attempts to use, alter, destroy or damage data, programs or equipment may violate applicable law and could result in corrective action, criminal action, criminal prosecution, civil liability or a combination thereof.*

\* Required

Done Local intranet

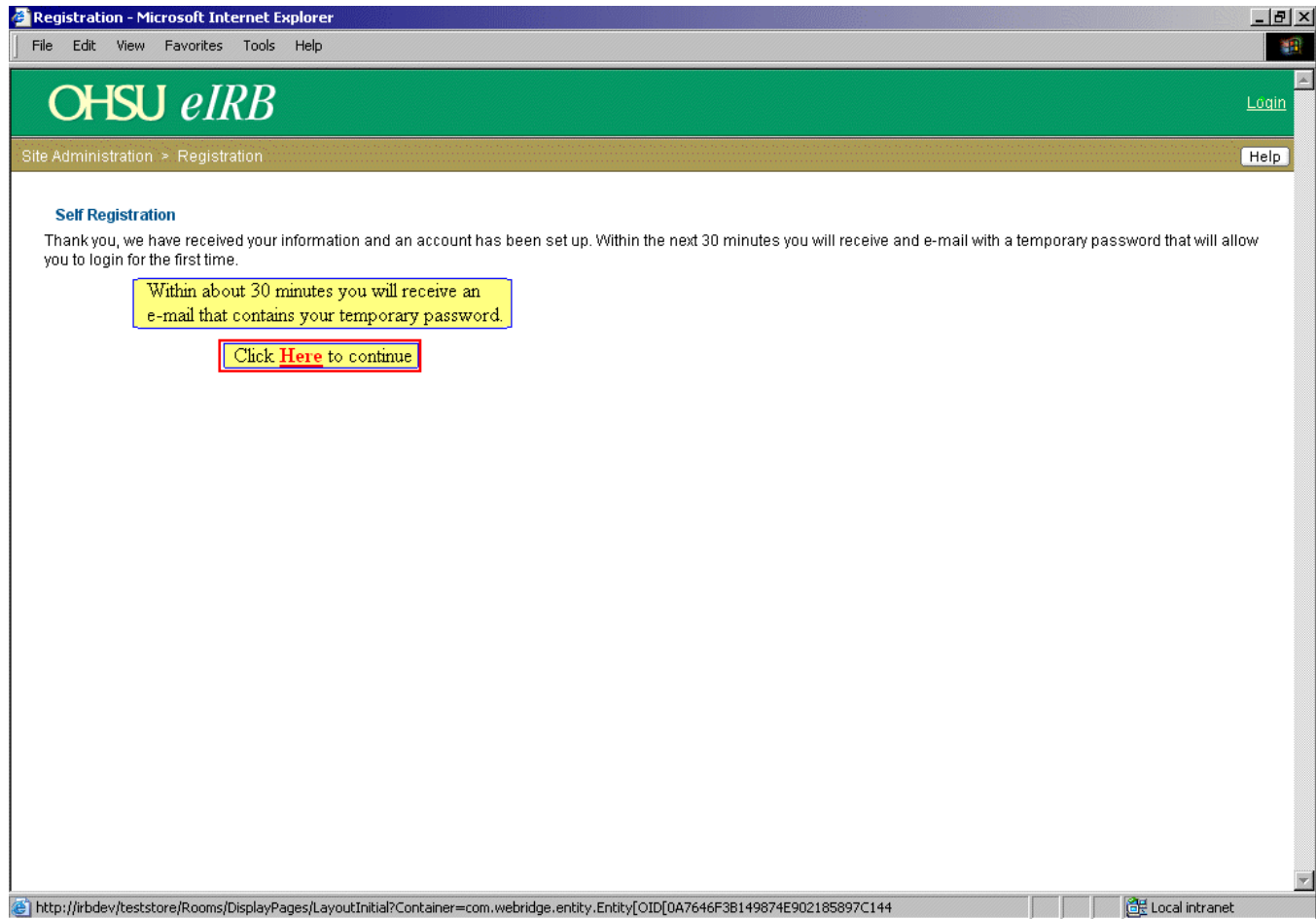
### Notes:

Click on Register.



## Registration - Microsoft Internet Explorer

Step 14 - Click on



### Notes:

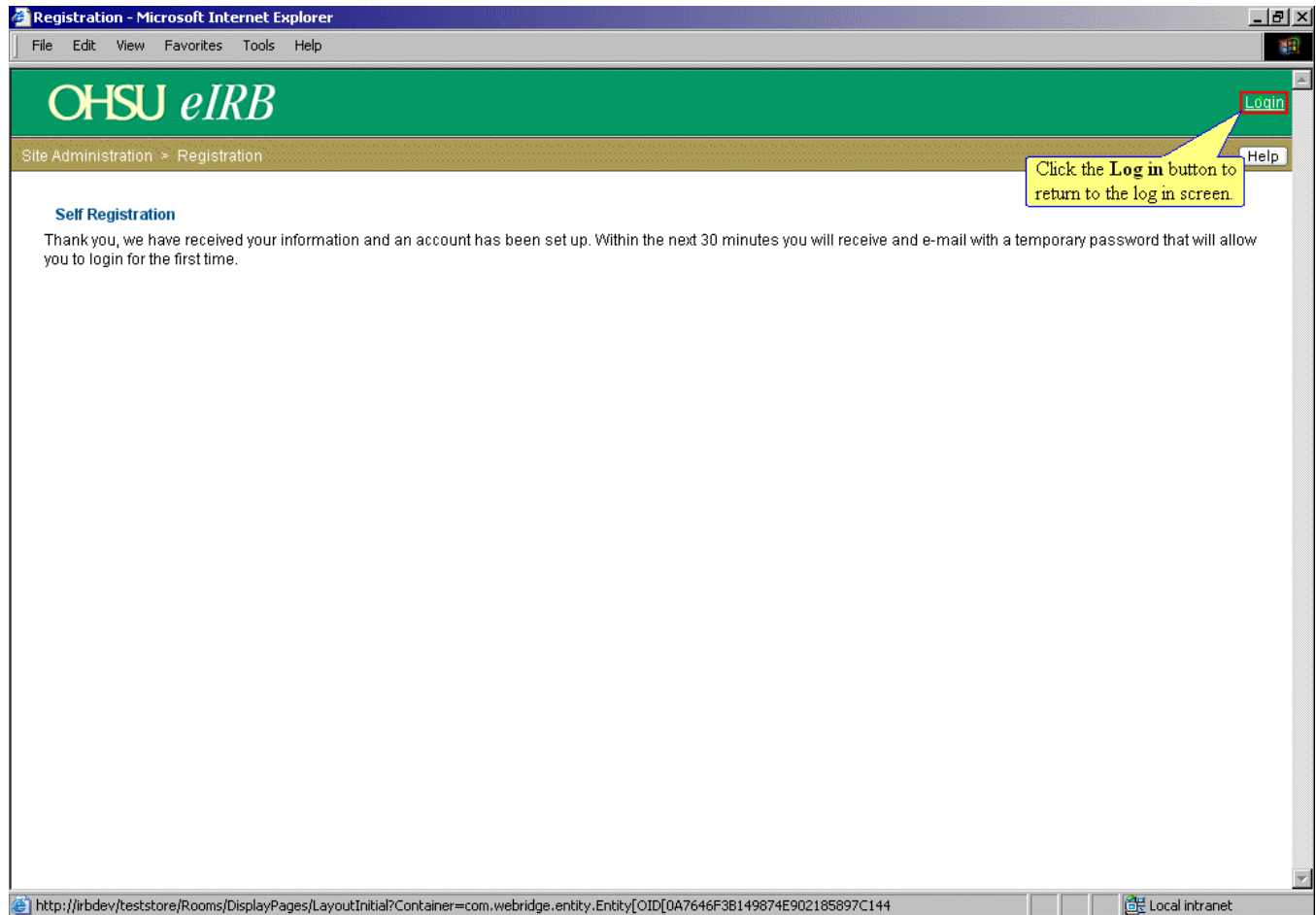
Within about 30 minutes you will receive an e-mail that contains your temporary password.

Click Here to continue



## Registration - Microsoft Internet Explorer

Step 15 - Click on [Login](#)



### **Notes:**

Click the Log in button to return to the log in screen.



### Step 16 - End of simulation

