

## Quick Reference Guide eIRB Registration Requirements

*New to the eIRB system? Start here to get registered and complete your required human subjects research training.*

1. [OHSU Employee ID Request Form](#) (if you are not an OHSU employee)
  - Fill this out completely. Upon completion, employee IDs are usually created quickly, but they do not populate in every OHSU system right away. It is best to wait 2-3 days from the time you get your number to attempt creating your eIRB account.
  
2. [Big Brain Registration Form](#)
  - Choose “Current OHSU Employee without Network Account”
  - It will ask you for your name, employee number, email address and to create a login.
  - Complete the following: Conflict of Interest Disclosure (eCol), HIPAA Booster, Basic RCR for All, Human Subjects Research & FDA Regulated Products.
  
3. [eIRB Registration Form](#)
  - Fill out the form. The system will send an email to the email address provided with a temporary password.
  - As soon as this is done, the person automatically populates & can be added to a study.

***If you have questions, contact the IRB Help Desk at 503-494-7887, option 1, or email [irb@ohsu.edu](mailto:irb@ohsu.edu).***