Login to the CoIR Application with your Novell username and password

This will be your landing page. Please verify:
- Name
- CoIR submission history
- Contact & Signer.

If not correct:
- Click once on the Create button and follow the steps in the box below.

In the Create Contact/Signer window:
- Click once on the list of values icon
- Type in the last name of the person
- Double click their name
- Choose the type: Contact or Signer
- If Signer – choose Sign Level

**Contact** – Typically Dept. Admin. This person will receive email notifications when CoIR disclosure is due.

**Signer** – Person who will sign your CoIR Positive disclosure form. See www.ohsu.edu/research/rda/coir/signaturepage.shtml for requirements.