SETTING UP YOUR IRBNET PROFILE
If you are going to be participating in a human subjects research project requiring IRB review:

- You must have an IRBNet User Profile. If you have never registered as a user with IRBNet, you must create your IRBNet User Profile.

- **PLEASE DO NOT CREATE A NEW USER PROFILE IF YOU HAVE PREVIOUSLY CREATED ONE!** If you are not sure whether or not you have an IRBNet account, please contact the IRB Office at 402-280-2126 or IRB@creighton.edu
To set up your USER PROFILE in IRBNet:

- Go to the instructions on the IRB website at:
  http://www.creighton.edu/researchservices/rcocommittees/irb/irbnet/
- Scroll down to the link titled “IRBNet Registration Instructions” and select.
Check list for IRBNet User Profile
Have you completed the following?

- Have you verified your IRBNet User Profile? (This is done by clicking on the link in the email you received from IRBNet after registering.)

- Have you linked your CITI training to your IRBNet User Profile by selecting “Add an External Account”. You will need your CITI member ID#? DO NOT UPLOAD YOUR CITI COMPLETION REPORTS. Training must be loaded by CITI.

- Have you verified that you want your CITI training linked to your IRBNet User Profile? (This is done by clicking on the link in the email you received from IRBNet after entering your CITI Member ID#.)

- You will not see your CITI training on your IRBNet profile until the following morning after you have verified the link.

- YOU WILL NEED TO SUBMIT THE FOLLOWING TO THE IRB THROUGH YOUR IRBNET USER PROFILE:
  - You should have received a confirmation email when you submitted your financial conflict of interest disclosure. You MUST upload the confirmation to your IRBNet User Profile and submit.
  - If you have a CV and/or a Professional License, please upload to your user profile and submit.
If you have any questions regarding IRBNet
Please Contact

IRB Office
402-280-2126 (Office)
irb@creighton.edu