# eIRB+ Application Guide

## How to Update Your eIRB+ User Profile:

### **Contact Information & Institutional Status**

If you encounter difficulty, kindly contact the IRB office at <u>irboffice@research.rutgers.edu</u> for assistance.

Hello

Lost or Forgotte Password

Rutgers NETID Guest Accounts

#### Step 1: Log into <u>eIRB+</u>

elRB+

ne to the new eIRB+ system

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elRB+

Helpful HRPP Tools

T Tech Support

#### Step 2: Click on the "My Dashboard" Tab



On the right side locate: "My Profile" and click on your name.
<u>Note</u>: If either this is your first time using eIRB or you have never done this step, please review and complete your eIRB+ User profile.

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My Activiti	es	Contact Information	Institutional Status	CITI Training New	Submission Defaults	IRB Committee	Profile Documents			
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Update IF	RB Course	Middle: * Last: Title		Home: Fax:						
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#### Step 3: Edit your elRB+ Profile

 Under your profile, look at the "Contact Information" and "Institutional Status" tabs in the center of the page.

• If any information is missing or incorrect, click on the "Edit Profile" as shown on the left.

• Under "Edit Profile" you can update your contact information and then add your Institutional Status. After making any edits, click on "Save" and exit your profile. You can return back to "My Dashboard" to create a new application.

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