IRBManager Quick Start Guide

ADDING A NEW USER TO THE IRBManager SYSTEM

GENERAL INFORMATION

If you receive an error indicating "Contact not found" when entering an individual’s e-mail address into an application in IRBManager, it means that the e-mail is not recognized in the system. To move forward with the application you are working on, you will need to add the contact (individual) as a user in the IRBManager system. Follow the instructions provided below.

Please note that by simply completing the process as listed below, the contact information for the person of interest is being added to the IRBManager system so that he/she may be sent notifications/listed in submission events and log into IRBManager in the future. It is not approving this person as a study team member.

STEP BY STEP INSTRUCTIONS

If an email entry is not recognized by IRBManager, then you will receive the error message "Contact not found" as shown in the image below (pink arrow).

ONLY click here if you received an error when entering an e-mail address below.

Step 1: Click on the link provided in the form (green arrow). You then will be directed to the Add Contact to IRB Manager Form as shown on the next page.
Step 2: Enter contact information in the form.

Step 3: Click “Next”. You will be directed to a new form page.

Step 4: Click “Submit” on this new page (not shown).

After submitting the form, both you and the person you added as a user to the IRBManager system will receive an e-mail notification, confirming the addition of the user to IRBManager.

Step 5: Return to the application on which you were working and re-enter the email address.

At this point, you should not receive an error since the user has been added and is recognized by IRBManager. You may then move forward with completing the application.
LOGGING INTO IRBManager FOR NEW USERS

If you were added as a new user to the IRBManager system, you will receive an e-mail notification with a temporary password.

Users **with a LSU Health E-mail Account**

**Step 1a:** Go to **IRBManager** (a link for IRBManager should be available in the e-mail with the temporary password).

**Step 2a:** On the main page, select the first `<click here>` (green arrow).

**Step 3a:** Log into IRBManager using your LSU Health e-mail username and password (single sign-on). DO NOT use the temporary password sent in the e-mail.

Upon logging in, your dashboard will appear blank until pending submissions involving your contact information are processed and approved.

Users **without a LSU Health E-mail Account**

**Step 1b:** Go to **IRBManager** (a link for IRBManager should be available in the e-mail with the temporary password).

**Step 2b:** On the main page, select the second `<click here>` (non LSU Health e-mail option, pink arrow).

**Step 3b:** Enter the username and temporary password provided in your notification e-mail. Upon doing so, you will immediately be prompted to reset your password, as pictured below.
Step 4b: Enter your new password and press “Reset Password”. You will be directed to the Login screen like the one pictured below.

Step 5b: Enter your username and new password to log into IRBManager. Upon logging in, your dashboard will appear blank until pending submissions involving your contact information are processed and approved.

If you have any questions about IRBManager please contact the LSUHSC-NO Office of Research Services by e-mail: IRBOffice@lsuhsc.edu