IRBManager Quick Start Guide: Login Instructions

Logging into IRBManager

- Go to this website, https://LSUHSC-NO.my.irbmanager.com, where you will see the following screen:

**Note:** Internet Explorer or Edge are not compatible with IRBManager. Consider utilizing Mozilla-Firefox or Google-Chrome as your browser.

- Login to IRB manager using the applicable option:
  a. If you have an LSU Health e-mail (@lsuhsc.edu), select <click here> and enter your LSU Health e-mail and password to sign in.
  b. If you do **not** have an LSU Health e-mail, select <click here> and enter your e-mail and password*

**If you do not have an LSU Heath e-mail and have never logged into the IRBManager system, follow the steps listed below:**

1. Select the second <click here> option (for non LSU Health e-mails only)
2. Click the text “Forgot Password” located next to the Login button (see picture on next page).
You will be prompted to enter your e-mail and will then be sent an e-mail with a link to reset your password. Click the link in the e-mail to be brought to a screen that looks like the one below, where you will enter your user name (e-mail) and select your new password:

Once you have reset your password, please login by clicking the second <click here> (non LSU Health e-mail option) on the main page and entering your e-mail and password that you selected.
**Logging into IRBManager for Contacts Added to IRBManager:**

If you were added as a contact to the IRBManager system by someone completing a form in IRBManager, you will receive a notification e-mail listing a temporary password.

If you have an LSU Health e-mail (@lsuhsc.edu), disregard the temporary password listed in the e-mail notification. You will login to IRBManager by selecting the first [click here] (LSU Health username and password option) on the main page and enter your LSU Health e-mail and password to sign in (single sign on).

**If you do not have an LSU Health e-mail and were added as a contact to IRBManager by someone completing a form in IRBManager**, you will login to IRBManager selecting the second [click here] (non LSU Health e-mail option) and entering the username and temporary password listed in your notification e-mail. Upon doing so, you will immediately be prompted to reset your password, as pictured below.

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Once you select your new password, you will be prompted to login using your new password, ensuring that you select the second [click here] (non LSU Health e-mail option) on the main page to do so.

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You will then enter your username and password you selected to access IRB Manager (the login screen will look like the one pictured on the next page)
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