Creating or Affiliating an IRBNet Account

If you already have an IRBNet account (from another institution) OR if you need to connect your current Minneapolis account to another VA: go to the end of this document for affiliation instructions.

Creating a NEW IRBNet account for Minneapolis VA:
1. Go to https://gov.irbnet.org
2. Click the “register now” link
3. Fill out the form details to register. Note that the email address you enter here will be used for communications from IRBNet, including your account activation link. It is recommended (but not required!) that you use your VA email address for this step. Make sure that you select Minneapolis VA as your institution (this is not the default choice – you have to pick it!)
4. Pick a user name and password, then submit the form. *You CAN log in using your PIV card from a VA computer, but you need to create your account and password FIRST*
5. You will get an activation email from IRBNet. Open the message and click the activation link to finish setting up your account.

![IRBNet Activation Email]

Welcome to IRBNet!

Please confirm your affiliation with Minneapolis VA Health Care System, Minneapolis, MN by clicking on the following link:

https://gov.irbnet.org/release/public/act.is

If you cannot click on the above link, you may copy and paste the link into your browser to confirm your affiliation.

Thank you,
The IRBNet Support Team
gov.irbnet.org

6. You will be prompted to select a recovery email and recovery phone number when you first log in. You’ll need to access these accounts to obtain verification codes when signing in from a new or unrecognized computer. This can be any email address you can access!

**Affiliating an EXISTING IRBNet account with another inst:**

1. Go to [https://gov.irbnet.org](https://gov.irbnet.org)

2. Log in using your IRBNet credentials (user name/password or PIV)

3. Click “USER PROFILE” at the top, then click “Add an Institutional Affiliation”

![User Profile]

**Affiliations**

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

- Add an Additional Affiliation
4. Find the institution that should be added to your account in the list. Click it to select it, then click “Continue”.

5. Enter the contact information that should be used for the newly added affiliation and click “Save”. Note that the information entered here will be used for communications from the institution being added, NOT for all existing institutions. This means you can (for example) have VA contact information for your VA protocols, and non-VA contact information for your protocols at an academic affiliate institution.

6. IRBNet will send an activation email to the address listed for the new institution. Until the account is activated, it will show in your list of affiliations as pending.

7. Remember that if more than one institution is listed in your account, you MUST be careful to specify WHICH institution should be associated with each new protocol you submit!