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## IRBNet Registration

All researchers affiliated with Michigan Tech must register with IRBNet before beginning to use the electronic system.

**You may refer to the sample pages provided with each step below; this information is also included in the Training Energizer: New User Registration ([ppt](#)).**

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Step 1:

Click on this direct link to begin [IRBNet New User Registration](#) or type the following into your browser:  
<https://www.irbnet.org/release/public/register.jsp>

Step 2:

Complete all required information that is indicated by a red asterisk \*.

It is suggested to use your first name initial and last name; click “Continue”.

[Sample](#)

Step 3:

Review User Agreement, and click “Accept”.

[Sample](#)

Step 4:

Select “Michigan Tech University” as your affiliated organization.

You may do this by either typing “Michigan Tech University” in the search box, and clicking “search”, or by scrolling the alpha list and clicking on “Michigan Tech University”, Houghton, MI. Then click “Continue”.

[Sample](#)

Step 5:

Enter your contact information.

Your telephone number and email address is required. Be sure to use your mtu.edu email account as this will be the address used for IRBNet and the Office of Compliance, Integrity, and Safety communications.

[Sample](#)

Step 6:

Take a moment to confirm your information is correct, click “Register”.

[Sample](#)

Step 7:

You should receive an email confirmation from [activation@IRBNet.org](mailto:activation@IRBNet.org) titled “IRBNet Activation Required”. If you do not receive the confirmation email within 24 hours, please contact our office.

**You must open the email and follow the directions** by clicking on the link to confirm your registration.

You are now registered and able to submit a Study Package using IRBNet!

[Sample](#)

From here you can manage your affiliations, add training completion records (currently CITI training). We ARE NOT requiring you to add your CV/resume at this time.