

# Registering in IRBNet

**VA**



U.S. Department  
of Veterans Affairs

# VA Innovation and Research Review System (VAIRRS)

- VAIRRS is the VA's enterprise instance of IRBNet
- We will use the term VAIRRS and IRBNet interchangeably
- Anyone can create a VAIRRS account and access the system at anytime from anywhere

# Go to Gov IRBNet (VAIRRS)

<https://gov.irbnet.org>

wcg IRBNet

Welcome to IRBNet

Not registered yet? [Register Now](#) to get started!

If you have already registered on IRBNet GovCloud you can log in here.

Prefer to log in with your PIV card?  
(You must be logged in to your Agency network.)

Forgot your Username or Password?  
[Click here](#) for help.

Username:

Password:

Continue

Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to monitoring, recording and audit. Unauthorized use of this system is prohibited and may be subject to criminal and civil penalties. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set forth in this notice.

Select “**Register Now**”

# Enter Basic Account Information:

First & Last Name, e-mail address, and telephone number

Welcome to IRBNet GovCloud

Register Now

Don't have an existing account? Registering is a simple two step process:

1. Complete the registration information below. Once you register you will automatically be sent an activation email to verify that your email address is valid.
2. Click on the link contained within your activation email to verify that your email address is valid and to activate your account.

**All fields are required to complete your registration.**

First Name:

Last Name:

Email Address:

Verify Email Address:

Phone Number:

Your Research Institution or Organization:

Choose a Username and Password for your account. All IRBNet GovCloud services require a username and password.

Username:

Password:

Verify Password:

St. Louis VA Health Care System, St. Louis, MO

Sheridan VA Medical Center, Sheridan, WY

Sioux Falls VA Health Care System, Sioux Falls, SD

South Texas Veterans Health Care System, San Antonio, TX

Southeast Louisiana Veterans Health Care System, New Orleans, LA

Southern Arizona VA Health Care System, Tucson, AZ

Southern New Hampshire University, Manchester, NH

St. Cloud VA Health Care System, St. Cloud, MN

**St. Louis VA Health Care System, St. Louis, MO**

Stanford University, Stanford, CA

Stratton VA Medical Center, Albany, NY

SUNY Downstate Medical Center, Brooklyn, NY

SUNY Stony Brook, Stony Brook, NY

SUNY University at Buffalo, Buffalo, NY

Select **“St. Louis VA Health Care System”** for your organization

# Enter a username and password

Your Research Institution or Organization:

If you do not see your organization listed you may [add a new organization](#).

Choose a Username and Password for your new account. You can use this Username and Password to access all IRBNet GovCloud services.

Username:

Password:

Verify Password:

IRBNet passwords need to have:

- \*At least 8 characters
- \*At least 1 lower case letter
- \*At least 1 number
- \*Does not contain your username*

# Review & Accept the Individual Terms of Use

## IRBNet: Individual User Terms of Use

To register on IRBNet, you must read and agree to these Terms of Use, including any future amendments (collectively, the "Agreement").

### 1. Acceptance of Terms.

This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Research Dataware, LLC and both the company and service name are used interchangeably in this Agreement. In addition, when using particular IRBNet owned or operated services, you shall be subject to any posted guidelines or rules applicable to such services which may be posted from time to time. All such guidelines or rules are hereby incorporated by reference into this Agreement. IRBNet may also offer other services that are governed by different Terms of Use.

If this Agreement or any future changes are unacceptable to you, your sole remedy is to terminate your use of the Service. If you do not accept and abide by this Agreement, you may not use the services offered by IRBNet. By accessing or using the Service, you confirm your acceptance of, and agree to be bound by, this Agreement and any future changes to this Agreement. You agree to use the Service only in accordance with this Agreement. Nothing in this Agreement shall be deemed to confer any third party rights or benefits.

### 2. Modification of Terms.

Although we may attempt to notify you via your submitted e-mail address when major changes to the Agreement are made, you should visit this page periodically to review these terms. IRBNet may, in its sole discretion, modify or revise these terms and conditions and policies at any time without notice to you, and you agree to be bound by such modifications or revisions.

### 3. Description of Service.

IRBNet is a web-based application (the "Service"). You understand and agree that the Service may

# Enter your preferred recovery email and phone number

## Account Recovery Information

### Recovery Email Address and Phone Number

Please provide an email address and phone number where you can receive account recovery and security messages. Your Recovery Email (required) should be an email address that is accessible to you even if you are **not** logged in to your institutional network. Your Recovery Phone (optional) should be a phone number capable of receiving text messages.

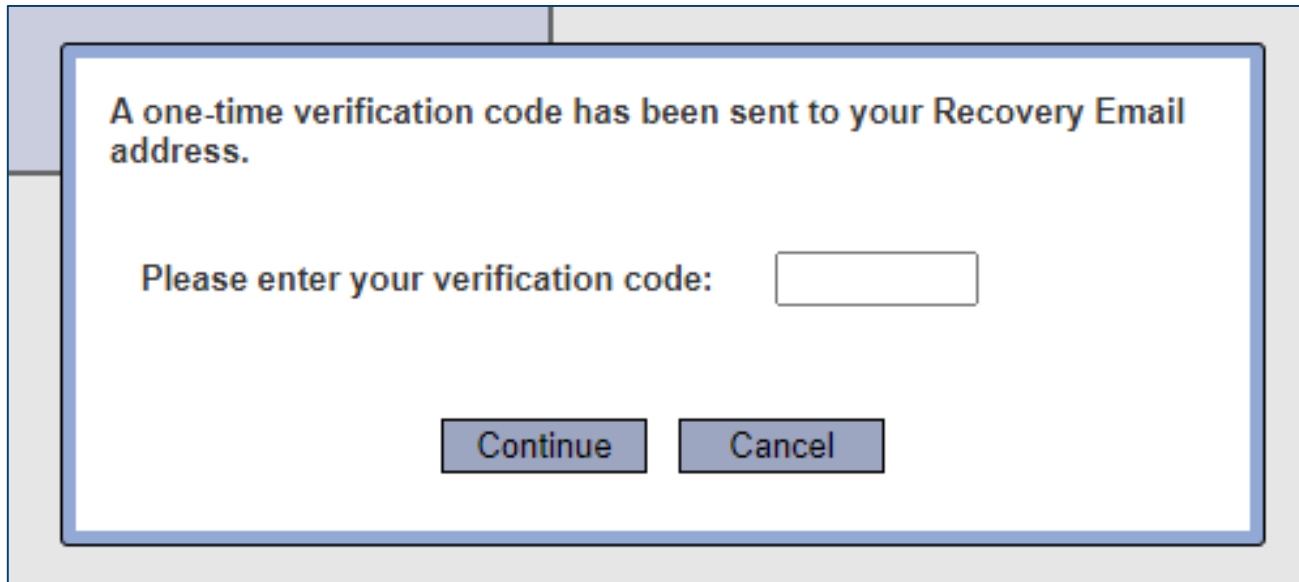
Please provide and verify your Recovery Email address to continue. You may change your Recovery Email address and Recovery Phone number at any time from your User Profile.

Recovery Email \*

Recovery Phone

\* required fields

A verification email will be sent to your recovery e-mail



A one-time verification code has been sent to your Recovery Email address.

Please enter your verification code:

**Once you enter your code you will be taken to your account**



# Logging on with your PIV card

If you are working on a VA computer on the VA network, you can login with your PIV card

# Select "PIV Card" on the login page

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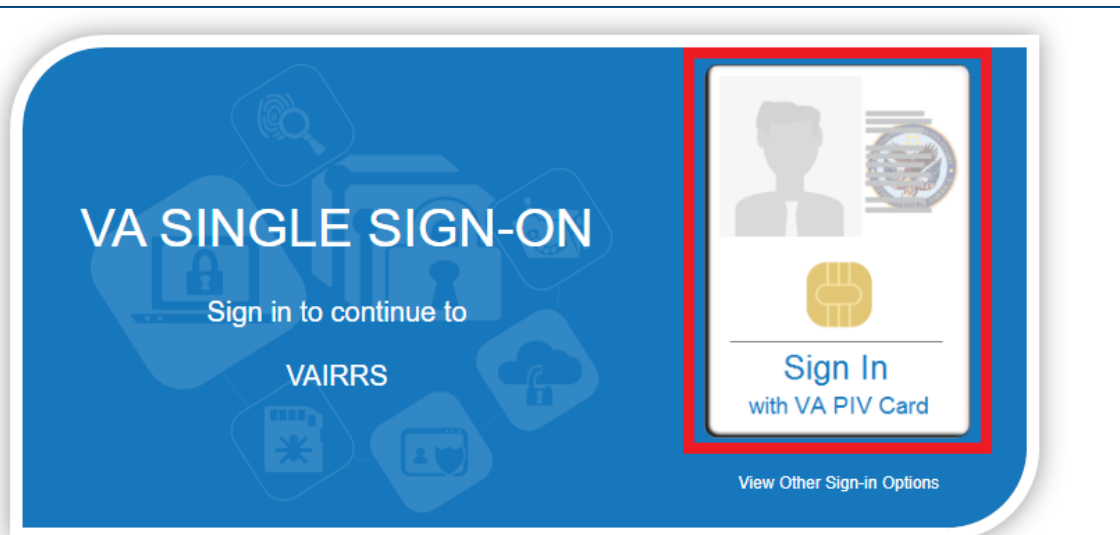
Forgot your Username or Password?  
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Username:

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# Select "Sign In"

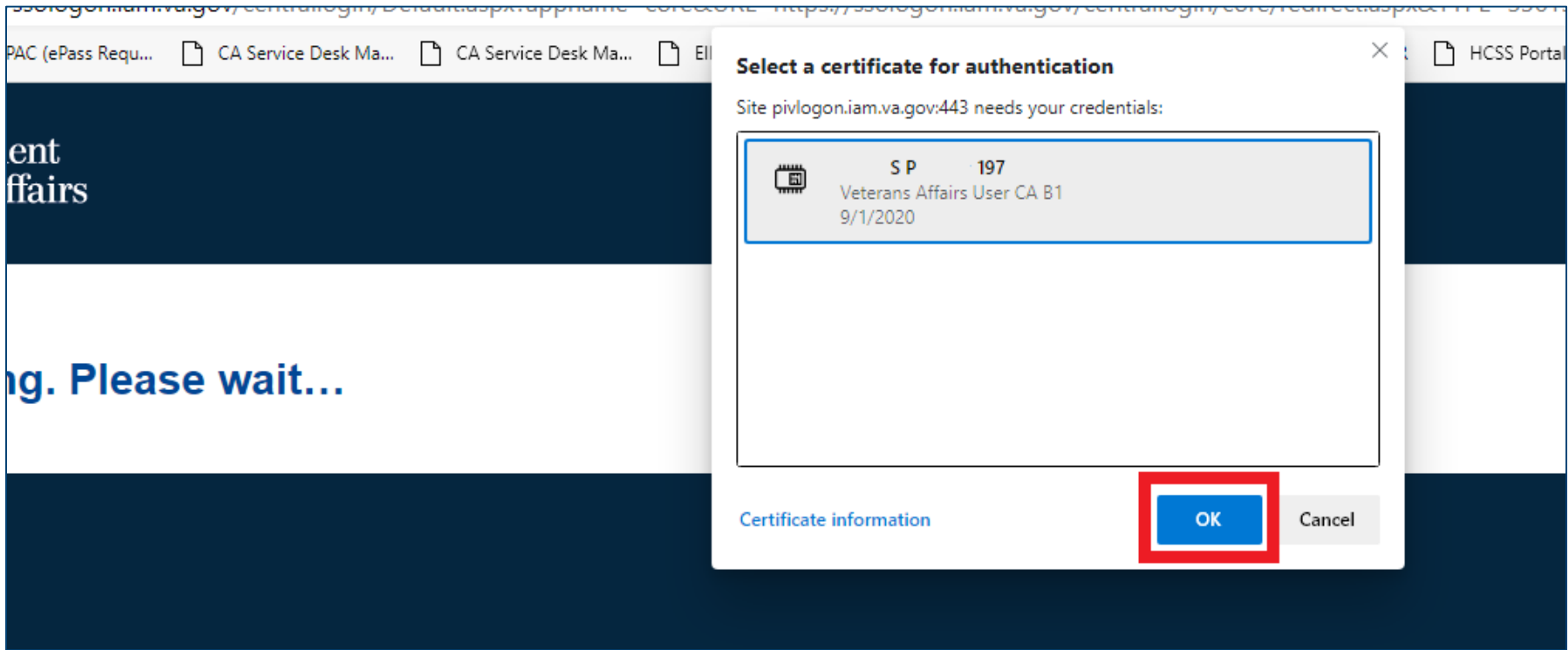


**WARNING:**

This U.S government system is intended to be used by [authorized VA network users] for viewing and retrieving information only, except as otherwise explicitly authorized. VA information resides on and transmits through Government Intranet or Extranet (non-public) networks or systems. All transactions that occur on this system require your understanding and acceptance that there is no reasonable expectation of privacy for any data or transmissions on Government Intranet or Extranet (non-public) networks or systems. All transactions that occur on this system include (but not limited to) monitoring, recording, retrieving, copying, auditing, inspecting, investigating, restricting access, blocking, tracking, disclosing to authorized personnel, or any other authorized actions by VA personnel. Your use of this system constitutes your understanding and unconditional acceptance of these terms.

Unauthorized attempts or acts to either (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, or (4) accrue resources for unauthorized use on this system may result in criminal, civil, or administrative penalties.

# Select your credential and enter your pin when prompted



# Select “Yes”



IRBNet™



Welcome to IRBNet GovCloud

Welcome to IRBNet

Since this is the first time you are accessing IRBNet using your local institutional account, you'll need to either associate your local institutional account with your existing IRBNet account by logging in below, or you can create a new IRBNet account if you don't already have one.

Do you have an existing IRBNet account or have you ever accessed IRBNet in the past?

Yes  No

# Then enter your username and password

## Welcome to IRBNet GovCloud

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Do you have an existing IRBNet account or have you ever accessed IRBNet in the past?

Yes  No

### Have an existing IRBNet account?

If you have an existing IRBNet account, log in here.

Forgot your IRBNet Username or Password? [Click here](#) for help.

IRBNet Username:

IRBNet Password:

Continue

Cancel