Logging in for the first time

1) Go to url: https://gwu-iris.imedris.net/

2) There are unique instructions for three different types of users:
   1. GW faculty/staff/students
   2. Non-GW faculty/staff/students who have been active on protocols through the GW IRB (including MFA)*
   3. Non-GW faculty/staff/students who are new to the GW IBC*

*If you are unsure if you have been active on a protocol through the GW IBC in the past, please start with instructions for Non-GW faculty/staff/students who have been active on protocols through the GW IBC (including MFA)
GW faculty/staff/students:

Enter your GW NetID as the User ID and your GW password as the Password (Your GW NetID is the first part of your gwu email address. If you do not remember your GW password, please go to GW Email/NetID Account Management and click “Reset/Forgot Password”)

Non-GW faculty/staff/students who have been active on protocols through the GW IBC (including MFA):

- Click the “I forgot my Password” box immediately below the login area. The pop-up screen below will appear.

![Pop-up screen](image)

- Your User ID is your full email address. Enter this in User ID and click “Send Password”*
- Access your email and follow the instructions you receive to reset your password

*Please note that if you enter your email address and receive a message that states “No account exists contact your system administrator to reset your password”, you may need to follow the instructions for Non-GW faculty/staff/students who are new to the GW IBC

Non-GW faculty/staff/students who are new to the GW IBC

- Click “Request new account”
- Populate the screen below. Note that First Name, Last Name, Email Address and Department (or Institution) are required fields. If your institution/department is not listed in the available list, email ohrirb@gwu.edu to request it be added
● Click “Submit Request”. A popup message will appear noting that “Your request for a new account has been successfully submitted to the System Administrator”

● The iRIS administrator will receive your request and create your account. Once this has been completed, you will receive an email notification with your User ID and password

● Upon logging in for the first time, you will reset your password