

## CIRBI™ QuickSteps: Registering for a CIRBI Account

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1. Go to [www.cirbi.net](http://www.cirbi.net)
2. On the very left-hand side of the screen, click on the “Sign Up” link
3. Fill out the registration form including the following information:
  - a. First Name
  - b. Middle Name (if applicable)
  - c. Last Name
  - d. Credentials/Degrees
  - e. E-mail Address
  - f. Organization/Company Name
  - g. Role/Type
  - h. Address 1
  - i. Address 2
  - j. City
  - k. State/Province
  - l. Zip/Postal Code
  - m. Country
  - n. Phone Number
  - o. Do you need access to an existing study (Yes/No)
    - i. If you need access to an existing study, you can indicate which study/PI/site
4. Click “Register” at the bottom of the form

### PLEASE NOTE THE FOLLOWING:

- A. Each person registering must have a unique email address (no duplicates)
- B. The email address that you provide will be used to create your Username which, along with your password, is case-sensitive. Also, you need to register only **once**. You can request updates to your account at any time.
- C. The Principal Investigator **must** be registered
- D. Any study personnel who will need access to download documents and/or complete submission forms **must** be registered