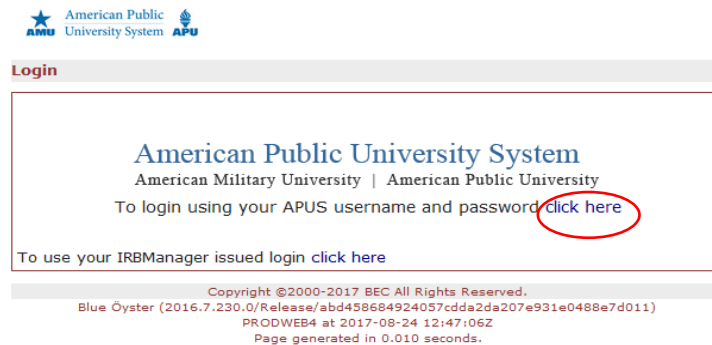


Logging into IRBManager

Before logging into IRBManager please logout of all APUS pages and close out the pages or you will receive an error.

To log into IRBManager, enter the following link in your browser: <https://apus.my.irbmanager.com>



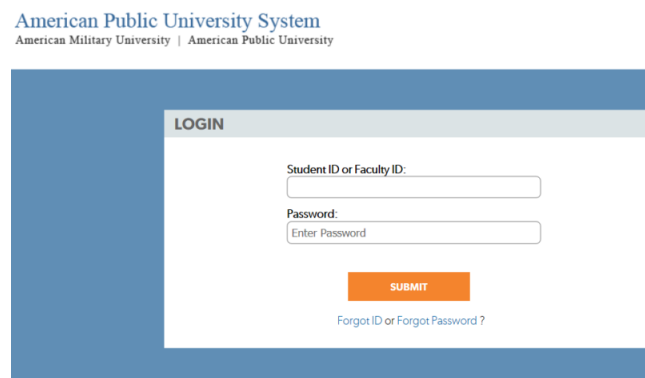
American Public University System
American Military University | American Public University

To login using your APUS username and password [click here](#)

To use your IRBManager issued login [click here](#)

Copyright ©2000-2017 BEC All Rights Reserved.
Blue Oyster (2016.7.230.0/Release/abd458684924057cdda2da207e931e0488e7d011)
PRODWEB4 at 2017-08-24 12:47:06Z
Page generated in 0.010 seconds.

Click on the hyperlink to login with your APUS credentials. Enter your APUS login credentials as you would when logging into the student eCampus.



American Public University System
American Military University | American Public University

LOGIN

Student ID or Faculty ID:

Password:

SUBMIT

[Forgot ID or Forgot Password ?](#)

Upon logging in, your homepage (also known as the dashboard) will appear. To begin a new IRB application, select the first link listed under the **Actions** block in the upper left corner of your homepage.

The screenshot shows the IRBManager dashboard homepage. At the top left, there is a navigation menu with sections: **Actions** (containing 'Click here to submit a new IRB application', 'Start xForm', and 'Show Local Study Id'), **Recent Items**, **Messages** (with a welcome message), and **My Documents & Forms** (with '0 User Attachments' and '0 xForms'). The main content area is titled 'My Studies' and includes a search bar 'Find Study (Ctrl+Q)'. It features several summary boxes: 'Studies (0 Active)' with the message 'You are not associated with any Studies.', 'xForms (0 Active)' with '0 unsubmitted xForms' and '0 xForms' being processed, and 'Events (0 Open)' with 'You have no open events.'. A 'Notices' box on the right contains a message about the IRB website and CITI training. At the bottom, there is a table header for 'My Studies (0 Active)' with columns: Study, Site, PI, Title, Expires, and Status. The footer contains copyright information for 2000-2017 BEC and the IRBManager logo.

If you are uncertain if your study requires an IRB application please submit the Human Subjects Research Determination Form. The IRB will review it and let you know if an IRB application is required.

This screenshot shows the IRBManager dashboard homepage with updated data. The 'My Studies' section now shows 'Studies (1 Active)' with statistics: 'You are associated with 1 active Studies and 1 total Studies.', 'You are the Faculty Mentor for 1 active and 1 total Studies.', 'Committee IRB has 151 active and 164 total Studies.', and 'Committee Exp Sub Committee has 0 active and 0 total Studies.'. The 'xForms (23 Active)' section shows '0 unsubmitted xForms', '23 xForms' being processed, and '12 xForms' awaiting attention. The 'Events (1 Open)' section shows '1 Initial Submission' and '1 Total Open' events. In the left-hand 'Actions' menu, the link 'Click here for the Human Subjects Research Determination Form' is circled in red. The 'Notices' box on the right remains the same. The footer includes copyright information and the IRBManager logo.

Beginning a new IRB Application

The next step is to simply follow the application instructions as you complete the form. There are several sections and by using the dropdown listed below, you can maneuver through the application by selecting a section or continue in succession by using the **next** button to the right of the application.

The screenshot shows the 'IRB Application -- Application Header' form. At the top left is the American Public University System (APU) logo. To the right, there is a 'Collaborators' button with an arrow pointing to a dropdown menu currently set to 'Application Header'. Further right, it says 'Page 1 of 14' and a 'Next' button circled in red. The dropdown menu is open, listing sections from 'Application Header' to 'PI Assurances Self-Submission' and 'Check & Submit Form'. The form fields include: 'Submitter' (Name: ranalli, majbritt; Email: majbritt.ranalli@mycampus.apus.edu); 'Principal Investigator' (Required) with an empty text box; 'PI Status' (Required) with checkboxes for Undergraduate Student, Doctoral Student, Staff, Master Student, Faculty Member, and Other; and 'Please choose the principal investigator's department' with a dropdown menu set to 'Accounting'. 'View Audit' links are present for several sections.

If you are not able to complete the entire application in one sitting, use the **Save for Later** option at the bottom of each section page. You may return to complete your application at a later time.

This screenshot shows the bottom navigation area of the application. It features a row of buttons: 'Next', 'Save for Later' (circled in red), 'View Attachment Questions', 'View Questions with Notes', and 'PDF'. Below the buttons is a footer containing copyright information: 'Copyright ©2000-2017 BEC All Rights Reserved. Blue Oyster (2016.7.230.0/Release/abd458684924057cdda2da207e931e0488e7d011) PRODWEB4 at 2017-08-24 13:32:29Z Page generated in 0.157 seconds. Powered By IRBManager'.

Some places in the application ask for an attachment, such as your Consent form (see below). There are templates embedded in the application for common forms. You may download the template, modify it to fit your study, and then save to your computer and add as an attachment within the application.

The screenshot shows a section titled 'Consent Form (Required)' with 'Add Note' and 'View Audit' links on the right. Below the title is an 'Add Attachment' button. To the right of the button, there is a text instruction: 'Click consent form template to download the APUS consent form template.'

Need more information about the IRB process?

See our website at <http://www.apus.edu/academic-community/research/institutional-review-board/application-process> or email apus-irb@apus.edu.