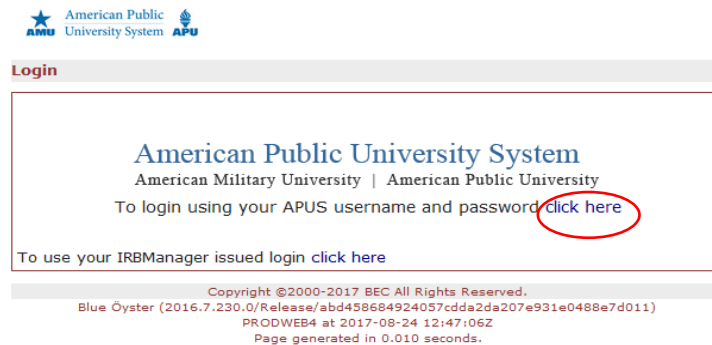# Logging into IRBManager

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

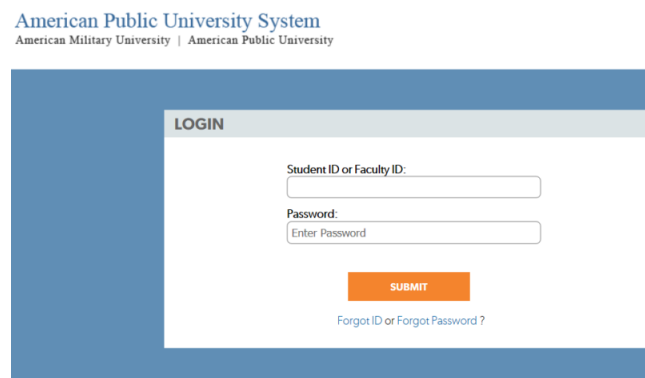To log into IRBManager, enter the following link in your browser: https://apus.my.irbmanager.com



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

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.



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.

# 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 dropbown listed below, you can manuver through the application by selecting a section or continue in succession by using the **next** button to the right of the application.



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.



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.



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.