

## Instructions for Using The Portal - IRB members

A week in advance of your next IRB meeting, you will receive an email from Tracey notifying you that new IRB materials are available on The Portal.

Go to the IRB website at [http://www.jefferson.edu/human\\_research/irb/](http://www.jefferson.edu/human_research/irb/). Click on “For IRB Members” in the left-hand navigation bar.

If you are using an on-campus computer at TJU, TJUH or Methodist, click on “The Portal test site.” Enter your campus key and password.

If you are using an off-campus computer, click on “Access the Portal via RAP.” Log in with your campus key and password. (For unaffiliated IRB members, your password is first & last initials followed by last four digits of social security number. We recommend that you change your password after your first log-in.) You are now through the Jefferson firewall. On the menu page, in the right-hand column, click on “IRB Homepage.” From there, follow instructions in 2nd paragraph above.

(NOTE: Once pilot testing phase is completed, the Portal link in the navigation bar on the IRB homepage will be activated, and the Portal test site link on the “For IRB Members” page will be removed.)

On the next page, choose your IRB from the drop down menu. Click on the hyperlink for your next meeting. The agenda-formatted page contains all materials for the meeting. All materials are downloadable. You must have Adobe Acrobat in order to open PDF formatted documents. You can download Adobe Acrobat at <http://www.adobe.com/products/acrobat.html>.

There are a number of ways that you can choose and combine to review your materials:

- Print materials you choose, and bring to meeting.
- Download materials you choose to your laptop or tablet device and bring to meeting.
- Download materials to a portable device and access with laptop or tablet computer that you bring to meeting.
- Access The Portal in the IRB conference room and view materials on-line on your laptop or tablet computer.
- View materials as they are projected during meeting.

Log-in instructions for Conference Room wi-fi:

- When your computer shows available wi-fi networks, choose “JeffIRB.”

- Type in password: “justice1”

You may turn in your IRB reviews to the IRB secretary in the following ways:

- Submit completed handwritten or typed reviewer questionnaires and notes to IRB secretary during meeting. (We prefer typed!)
- Email completed reviewer questionnaires and notes to IRB secretary in advance of or immediately following meeting (next day).