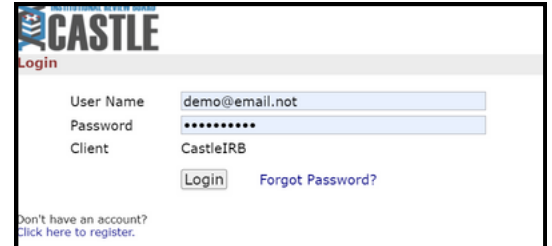


1. Portal Access

<https://castleirb.my.irbmanager.com/Login.aspx>

2. Log into your account

- Log into the portal with your Username: [email address] and unique password.

A screenshot of the Castle IRB login page. The page has a header with the Castle IRB logo and the word "Login" in red. Below the header, there are three input fields: "User Name" with the value "demo@email.not", "Password" with masked characters "*****", and "Client" with the value "CastleIRB". There is a "Login" button and a "Forgot Password?" link. At the bottom left, there is a link that says "Don't have an account? Click here to register."

3. Adding translations

- On the homepage, click on the specific protocol number, under the heading 'My Protocols'.
- Under 'Actions' on the top left of the Home page, click on **"Start xForm"**.
- Select **"Amendment Form"**.
- Select Number/Type of Participants in the Amendment Type
- On next page, select **"Type of Participants"** (e.g. vulnerable populations)
- Select **"Non-English Speaking participants"**.
- Complete sections on whom will be providing the translations and answer the additional questions.
- Complete the form (if providing translated documents and certification of translation, attach them)
- Click on Submit.