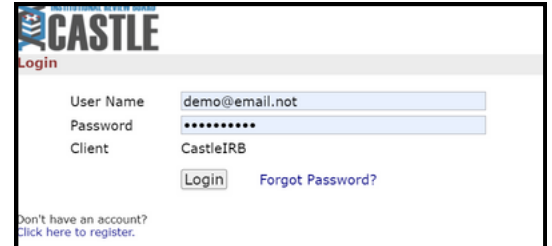


1. Portal Access

<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 text "demo@email.not", "Password" with a masked password "*****", and "Client" with the text "CastleIRB". Below these fields are two buttons: "Login" and "Forgot Password?". At the bottom left, there is a link that says "Don't have an account? Click here to register."

3. How to Add/Remove contacts

- 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 **"Add or Remove Contacts"**.
- Complete the form to add or remove Study or Site personnel to/from the study.
- Click on Submit.

NOTE: Personnel must have an account in IRBManager to be added to a study.