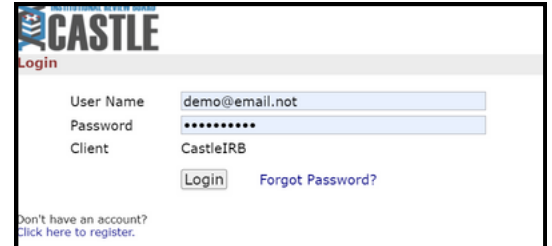


## 1. Portal Access

<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 retrieve approval documents

- On the homepage, click on the specific protocol number, under the heading 'My Protocols'.
- At the bottom of this page under 'Events', click on the number in the **"Att"** [attachment] column next to the event whose determination letter and documents you wish to download [e.g., Initial Submission, Amendment, Reportable Events, etc.].
- This will direct you to the Attachments Page.
- On the left side, click into the **"Generated Documents"** folder to access the determination letter.
- The **"Attachments"** folder provides access to any documents that were submitted for review. Applicable copies with an approval stamp are provided for download [e.g., informed consent form, recruitment materials, etc.].
- Click on the link under "Name" to open your document – you can print/save as needed.