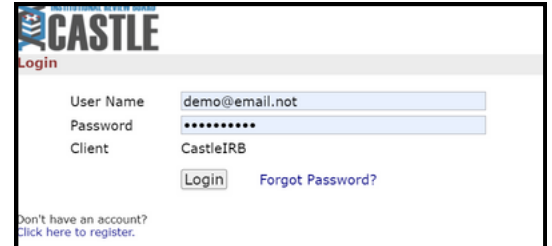


1. Portal Access

<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 submit a New Contact

- On the top left of the home page, under 'Actions', click on **"Start xForm"**.
- Select **"New Contact"** Form.
- Complete the form to add new personnel to IRBManager (this does not add them to a study only provides them with an account)
- Click on Submit.

IMPORTANT NOTE

- To add the new contact to existing studies, see optional step 4 below. (Step 4 must be done by a contact already listed on the study.)

4. Optional: How to add a New Contact to a study

- On the top left of the home page, under 'Actions', click on "Start xForm".
- Select "New Contact" Form.
- Complete the form to add new personnel to IRBManager (this does not add them to a study only provides them with an account)
- Click on Submit.

NOTE: If a new PI or Co-PI is being added to the study, that must be submitted via an Amendment form.