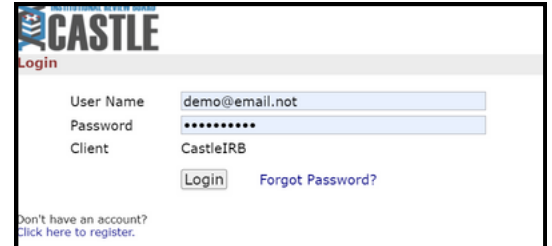


## 1. Portal Access

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

## 2. Log into your account

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



The screenshot shows the Castle IRB login interface. At the top left is the Castle IRB logo. Below it, the word "Login" is displayed. There are three input fields: "User Name" with the value "demo@email.not", "Password" with masked characters "\*\*\*\*\*", and "Client" with the value "CastleIRB". Below the input 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. Submitting a reportable event

- 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 **"Reportable Events"** Form.
- Complete the form and attach documentation.
- Click on Submit.