

CIRBI™ QuickSteps: Registering for a CIRBI Account

1. Go to www.cirbi.net
2. On the very left hand side of the screen, click on the “**Sign Up**” link
3. Fill out the registration form including the following information:
 - a. First Name
 - b. Middle Name (if applicable)
 - c. Last Name
 - d. Credentials/Degrees
 - e. E-mail Address
 - f. Organization/Company Name
 - g. Role/Type
 - h. Address 1
 - i. Address 2
 - j. City
 - k. State/Province
 - l. Zip/Postal Code
 - m. Country
 - n. Phone Number
 - o. Do you need access to an existing study (Yes/No)
 - i. If you need access to an existing study, you can indicate which study/PI/site
4. Click “**Register**” at the bottom of the form

Please note the following:

- A. Each person registering must have a unique email address (no duplicates)
- B. The email address that you provide will be used to create your Username which, along with your password, is case-sensitive. Also, you need to register only **once**. You can request updates to your account at any time.
- C. The Principal Investigator **must** be registered
- D. Any study personnel who will need access to download documents and/or complete submission forms **must** be registered

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