

# GW iRIS

## Reference Guide: Logging In for the First Time

### Logging in for the first time

- 1) Go to url: <https://gwu-iris.imedris.net/>

### Log In



[I forgot my Password](#)

[Request new account](#)

[System/Browser Requirements](#)

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Version 10.03.2 Build 527 Updated 2018/03/26 01:07

- 2) There are unique instructions for three different types of users:
  1. GW faculty/staff/students
  2. Non-GW faculty/staff/students who have been active on protocols through the GW IRB (including MFA)\*
  3. Non-GW faculty/staff/students who are new to the GW IRB\*

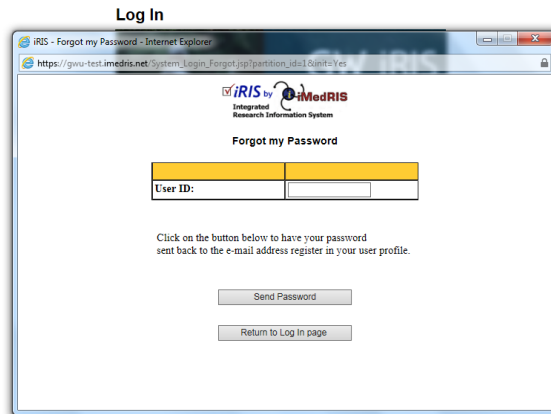
*\*If you are unsure if you have been active on a protocol through the GW IRB in the past, please start with instructions for Non-GW faculty/staff/students who have been active on protocols through the GW IRB (including MFA)*

### GW faculty/staff/students:

Enter your GW NetID as the User ID and your GW password as the Password (Your GW NetID is the first part of your gwu email address. If you do not remember your GW password, please go to [GW Email/NetID Account Management](#) and click “Reset/Forgot Password”)

### Non-GW faculty/staff/students who have been active on protocols through the GW IRB (including MFA):

- Click the “I forgot my Password” box immediately below the login area. The pop-up screen below will appear.



- Your User ID is your full email address. Enter this in User ID and click “Send Password”\*
- Access your email and follow the instructions you receive to reset your password

*\*Please note that if you enter your email address and receive a message that states “No account exists contact your system administrator to reset your password”, you may need to follow the instructions for Non-GW faculty/staff/students who are new to the GW IRB*

### Non-GW faculty/staff/students who are new to the GW IRB

- Click “Request new account”
- Populate the screen below. Note that First Name, Last Name, Email Address and Department (or Institution) are required fields. If your institution/department is not listed in the available list, email [ohrirb@gwu.edu](mailto:ohrirb@gwu.edu) to request it be added

Please fill the below form giving enough information to the administrator to process your request

<b>Job Title:</b> --none--																					
<b>* Last Name:</b>	<input type="text"/>																				
<b>Middle Name:</b>	<input type="text"/>																				
<b>Degree:</b>	<input type="text"/>																				
<b>Primary Number:</b>	<input type="text"/>																				
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<b>Location:</b>	<input type="text"/>																				
<b>* Department:</b>	<table border="1"><thead><tr><th>Request Department</th><th>Institution Abbrev. - Department</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>GW Hospital - Hospital Pharmacy</td></tr><tr><td><input type="checkbox"/></td><td>GW - Academic Affairs</td></tr><tr><td><input type="checkbox"/></td><td>GW - ADMIN-CENTER WASHINGTON AREA STUDIE</td></tr><tr><td><input type="checkbox"/></td><td>GW - ASSOC DEAN ACADEMIC AFFAIRS</td></tr><tr><td><input type="checkbox"/></td><td>GW - COMPUTATIONAL BIOLOGY INITIATIVE -N</td></tr><tr><td><input type="checkbox"/></td><td>GW - DEPUTY PROVOST - IMMEDIATE OFFICE</td></tr><tr><td><input type="checkbox"/></td><td>GW - DIRECTOR FACULTY PERSONNEL</td></tr><tr><td><input type="checkbox"/></td><td>GW - EXHIBITIONS</td></tr><tr><td><input type="checkbox"/></td><td>GW - FEDERAL WORK STUDY PROGRAM OFF CAMP</td></tr></tbody></table>	Request Department	Institution Abbrev. - Department	<input type="checkbox"/>	GW Hospital - Hospital Pharmacy	<input type="checkbox"/>	GW - Academic Affairs	<input type="checkbox"/>	GW - ADMIN-CENTER WASHINGTON AREA STUDIE	<input type="checkbox"/>	GW - ASSOC DEAN ACADEMIC AFFAIRS	<input type="checkbox"/>	GW - COMPUTATIONAL BIOLOGY INITIATIVE -N	<input type="checkbox"/>	GW - DEPUTY PROVOST - IMMEDIATE OFFICE	<input type="checkbox"/>	GW - DIRECTOR FACULTY PERSONNEL	<input type="checkbox"/>	GW - EXHIBITIONS	<input type="checkbox"/>	GW - FEDERAL WORK STUDY PROGRAM OFF CAMP
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<b>* First Name:</b>	<input type="text"/>																				
<b>Suffix:</b>	<input type="text"/>																				
<b>* Email Address:</b>	<input type="text"/> <span style="color: red;">Email Address Required</span>																				
<b>Cell Number:</b>	<input type="text"/>																				
<b>Fax Number:</b>	<input type="text"/>																				
<b>Request Purpose:</b>	<p>Explain why you are requesting a login ID for this system, including your relationship to the institution and any other information that would help to identify you in the system.</p> <input type="text"/>																				

- Click "Submit Request". A popup message will appear noting that "Your request for a new account has been successfully submitted to the System Administrator"
- The iRIS administrator will receive your request and create your account. Once this has been completed, you will receive an email notification with your User ID and password
- Upon logging in for the first time, you will reset your password