



Add Training & Credential Records **IRBNet**

Upload appropriate Training & Credential (T&C) documents to your User Profile, as required by your local institution.

Welcome to IRBNet
John Researcher

My Projects

Create New Project

♥ My Reminders

Other Tools

Forms and Templates

User Profile

Manage Your User Profile

You may access this page at any time to update your account information, change your password, manage your affiliations and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

User Account Information and Password [\(Edit\)](#)

User Name jresearcher

First Name John

Last Name Researcher

Affiliations

- [Add an Additional Affiliation](#)

Researcher at Metropolitan University, Frederick, MD [\(Edit\)](#) [\(Deactivate\)](#)

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once your training and credentials can be easily linked to your projects from the Designer, are accessible and can be quickly accessed and tracked by the boards that review your projects. Some boards also submit your training and credentials without requiring you to link these records to specific projects.

✓ Click here to upload T&C documents.

There are currently no documents in your profile.

Add New Record



Enter Record Information

Enter the appropriate information and select the correct T&C document. Be sure to enter accurate Credit Hours and Expiration Date if applicable.

The screenshot shows the IRBNet interface for entering record information. The page title is "Training & Credentials Record" and the profile owner is "John Researcher". The form contains the following fields:

- Document Type: * CV/Resume (dropdown menu)
- Description: My CV (text input)
- Credits/Credit Hours (if applicable): (empty text input)
- Effective Date: * 05/03/2011 (calendar icon)
- Expiration Date: (empty text input with calendar icon)
- File: * (empty text input)

Buttons for "Attach", "Cancel", and "Browse..." are located below the form. Red circles highlight the "Attach" and "Browse..." buttons. A legend indicates that asterisks (*) denote required fields.

*** required fields**

✓ Click Attach to upload the document.

✓ Click Browse to select the correct T&C document to upload.



Submit T&C Documents



Submit uploaded T&C documents to the correct committee, according to local committee SOPs.

- Create New Project
- My Reminders
- Other Tools**
- Forms and Templates

and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

User Account Information and Password [\(Edit\)](#)

User Name	jresearcher
First Name	John
Last Name	Researcher

Affiliations

- [Add an Additional Affiliation](#)

Researcher at Metropolitan University, Frederick, MD [\(Edit\)](#) [\(Deactivate\)](#)

Telephone Number	(123) 456-7890
Email	irbdefault@mailinator.com

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resume added to your profile, your training and credentials can be easily linked to your projects by your project teams and can be quickly accessed and tracked by the boards that permit you to directly submit your training and credentials without requiring you to

✓ Click to submit the document to your committee.

[| Show all Versions |](#)

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
36.1	CV/Resume	My CV		05/03/2011		05/16/2011 01:44 PM	Not Submitted	 Submit

Add New Record



Manage your User Profile

Upload additional T&C documents as needed and keep your existing documents up to date as credentials change.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

Other Tools

Forms and Templates

User Account Information and Password (Edit)

User Name	jrresearcher
First Name	John
Last Name	Researcher

Affiliations

- Add an Additional Affiliation

Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)

Telephone Number (123)	456-7890
Email	irbdefault@mailinator.com

Training & Credentials

IRBNet allow
added to you
by your proje
permit you to

✓ Highlighted Expiration Date indicates this document will expire within the next 60 days.

resumes and other pers
our projects from the D
ards that review your pr
you to link these recor

✓ To update a document, use the Pencil icon.
✓ The bell icon shows Messages and Alerts.
✓ Message coordinators using the envelope icon.

| Show all Versions |

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
48.1	CITI 3. Principal or Asso. Investigators Biomedical Research - Basic Course	My CITI Training	15	06/16/2010	06/15/2011	05/18/2011 02:27 PM	Accepted	 Submit
47.1	CV/Resume	My CV		05/03/2011		05/18/2011 02:26 PM	Accepted	 Submit

Add New Record