



INSTITUTIONAL REVIEW BOARD

CASTLE

HOW TO ADD OR REMOVE CONTACTS

STEP 1

LOG INTO THE PORTAL

Go to <https://castleirb.com/> and click on the "HOW TO SUBMIT" icon on the top right of main homepage. Click on "Access the Portal Here".

Or you can go directly to: <https://castleirb.my.irbmanager.com/>

STEP 2

LOGIN

Sign in with your email address and password.

STEP 3

MY PROTOCOLS

Click on the specific protocol number on your **Home** page, under the heading 'My Protocols'.

STEP 4

START xFORM

Under 'Actions' on the top left of the **Home** page, click on **Start xForm**.

STEP 5

ADD OR REMOVE CONTACTS

Select **Add or Remove Contacts**.

STEP 6

SUBMIT

Complete the form to add/remove study or site personnel to/from the study and Submit.

NOTE: Personnel must have an account in IRBManager to be added to a study.

