



INSTITUTIONAL REVIEW BOARD

CASTLE

## HOW TO CREATE AN IRB MANAGER ACCOUNT

### STEP 1

#### NAVIGATE TO PORTAL

Go to <https://castleirb.com/> and click on the icon in the top right corner "How to Submit". Then, click on the "Access the Portal Here".



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

### STEP 2

#### CREATE ACCOUNT

1. Click on "Click here to register" under the "Don't have an account?" section.
2. Enter your information and click "Register".
3. You will receive an email with instructions on setting a unique password.
4. Log back into portal with your Username which is your email address and enter your unique password.
5. Click "Login".

**Note: All Principal Investigators must register for an account in order for their information to be uploaded into the system. You can use "Add Contact" in the form to register your PI on their behalf.**

#### Login

User Name	<input type="text" value="demo@email.not"/>
Password	<input type="password" value="....."/>
Client	CastleIRB
	<input type="button" value="Login"/> <a href="#">Forgot Password?</a>

Don't have an account?  
[Click here to register.](#)

