# GETTING STARTED: Creating Initial Applications in IRBManager (First-Time Logging In)

1. Log into IRBManager (https://cuny.my.irbmanager.com) using your CUNYFirst username and password (i.e., john.doe@login.cuny.edu). If you have forgotten your CUNYFirst Log-in Information, reset your password by clicking on the "Forgot Password" link in the CUNYFirst login page.

2. If you are a CUNY Researcher/Research Personnel who DOES NOT have CUNYFirst credentials, request an IRBManager account by emailing irbmanager@cuny.edu and include the following information in your email:
   - First and Last Name
   - EMPLID
   - DOB (Does not need be your actual DOB)
   - PIN (You can make something up)
   - CUNY email address
   *You will be notified within 1-2 business days with your credentials to log into IRBManager.

3. Check your user settings by doing the following:
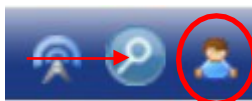
   a. Click on the "Settings" icon on the top-right corner of the page.
   b. Ensure all your personal information in your profile is correct. IRBManager pulls user information directly from the CUNYFirst system. **If any information is incorrect, please contact your campus' HR Department to request changes to your CUNYFirst information. Once these changes are made directly at the CUNYFirst level, IRBManager will update your information automatically.**

4. Link your CUNY institutional email address to your IRBManager profile by completing the Update My Email Address xform. The xform can also be accessed under "Start xform" from your Dashboard.
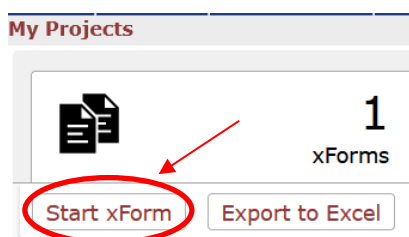
5. IRBManager automatically links CITI completion information with your IRBManager profile. To grant access to your CUNY CITI completion information, please complete one of the following:
   A. ****PREFERRED****
      The process for confirming and/or changing your preferred email address in CITI is as follows (this process applies to ALL research personnel on a protocol, if applicable):
      i. Log in to CITI at https://www.citiprogram.org
      ii. In the upper right corner under your name and ID, click the down arrow.
      iii. Select "Profiles".
      iv. Under "Member Profiles", click "Edit Profile".

      v.   Scroll down to your preferred email address.

      vi.   Confirm that this is your current CUNY email address, or revise if needed.

   B.   Click "Update CITI Alternate Email Address". You can access this form under 'Start xForm' on the Dashboard.This form is for adding to your profile an alternate email address under which you have taken CITI training.

*IRBManager uploads CUNY CITI completion information to the site every morning at 7AM. Please allow 1-2 business days for your CITI completion information to be migrated into your IRBManager user profile. If this does not occur after 1-2 business days, please contact your [Campus' HRPP Coordinator](#) for further assistance.

6.   Instructions to create a New Initial Application in IRBManager are found here:

- Watch the "Creating New Submissions" [video](#) (2:58 min total)
- Following the instructions in the [IRBManager User Manual](#) (Section 5 to create initial submissions and Section 11 to copy existing initial applications for new submissions).

   * Student PI submissions will be sent to their Faculty Advisor for approval prior to submission to the Advisor's primary Campus HRPP office.

7.   Before adding CUNY-affiliated Research Personnel to protocols, Research Personnel must log onto the CUNYFirst system prior to being added to the IRB application.

- When adding Research Personnel to xForms, please make sure that profiles added have a CUNYFirst username (i.e. john.doe@login.cuny.edu). If you find key personnel in IRBManager with their CUNY institutional email address (i.e., john.doe@baruch.cuny.edu), please ask them to log into IRBManager using their CUNYFirst credentials and then select the CUNYFirst-linked profile ending with "@login.cuny.edu".

8.   For IRBManager help documents and videos, please refer to the following:

- [Training Videos](#)
- [IRBManager User Manual](#)
- Log into your IRBManager Account and look at the help information found under "Notices" on the right-hand side of the screen.