InfoEd Electronic Submission Instructions and Tips: eRA/InfoEd Login

This instructional document introduces users to obtaining access to the COMIRB eRA/InfoEd data system. Before users can create or access a protocol submission, they should first review the following required elements to gain InfoEd access:

PERSON OF INTEREST NUMBER OR UCD EMPLOYEE ID NUMBER

The COMIRB Database is accessed through the eRA InfoEd Portal. If you are an Employee of the University of Colorado Denver (you have an employee ID #), you have an ability to log in to this portal using your UCD/AMS employee login information, and **YOU CAN SKIP TO Step 2.** If, however, you are a Researcher or Staff Member at UCD, or at an Affiliate Site, user access to the COMIRB Database requires completing Step 1:

**STEP 1: OBTAIN ACCESS TO THE eRA/INFOED DATA SYSTEM**

1. Complete and submit the COMIRB Person of Interest (POI) Number Information Form (CU Denver Students can skip number 2 below in this process for obtaining access to the COMIRB eRA/InfoEd data system). Once your request is processed, your personal profile will be granted access to the COMIRB eRA/InfoEd database system. Please note that this request can take several days to process.

2. Complete the UC Denver IT Passport link for Passport page. To do this:
   - Choose **BECOME A SPONSORED USER.**
   - Complete the **USER SELF-REGISTRATION FORM.** The UCD Organization/Department for which you request to become a user should be: “ADMIN-REG-COMPLIANCE-COMIRB”.
   - Choose **SUBMIT REQUEST.** Your login username will be emailed to you, and you will then use the password you created on the application.

3. Wait one day after receiving an email that your POI number has been linked to your CU Denver username for this access linkage to become active.

If you believe that we already have a profile for you in the CU system, please begin with Step 1 and/or redo Step 2 anyway. If you have already completed any of the above steps in the past, your information will help us to identify your existing profiles and the process will go much more quickly.

If you have questions or would like assistance, e-mail **Jordan Dietrich**, COMIRB eRA/InfoEd Administrator, or call him at 303-724-0150.
**STEP 2: LOGIN INTO THE ERA/INFOED DATA SYSTEM**

1. Navigate to [https://era.cu.edu](https://era.cu.edu) in your preferred Internet browser (COMIRB recommends Mozilla Firefox).

2. Click the **LOGIN** tab on the left side of the screen and enter your POI number or UCD username and password, and select **DENVER** as the Campus.

3. Click the **LOGIN** button.

**STEP 3: LOCATE THE PROTOCOL**

1. Select **MY HUMAN SUBJECTS** tab from the menu located on the left-hand side of your browser window, and then select the **SEARCH FOR** link.

2. Enter the protocol number in the top field labeled **PROTOCOL NUMBER**, such as 11-1362 and choose **OPEN/LOCATE** or press **ENTER/RETURN**. The results will appear at the bottom of the window.

3. Select the **SMALL FOLDER ICON 📄** located next to the protocol number.