Quick Start Guide: Login Page

Create a New Account
If you are a new user, you must create a new account to access the system. Fill in the form with the required information and click the Register button to continue. If you need help, click the Registration Help link. You can also Request Support via the provided link.

Existing User Login
If you already have an existing account, please log in using your username or email and password combination.

Forgot Password
Click the Forgot Password? link to reset your password.

Quick Links
Access helpful links without having to login.

Live Support
Click the Live Support ONLINE button to chat with a representative. If there are no representatives available, you can leave a message. One of our support team members will respond to your inquiry as quickly as possible.
Dashboard
Through this system, you will be able to access best in class updates on clinical research news, recent WCG announcements, current study opportunities, and everything you need to submit, review, and retrieve submission documents from the IRB.

1. My Submissions – Click to view a list of submissions that you have made to the IRB and any submissions made by others that you have access to
2. Make Submission – Click to initiate a submission to the IRB
3. My Studies – Click to view a list of studies you currently have access to
4. My Investigators – Click to view a list of investigators you currently have access to
5. Submission Status Tracker – Enter a tracking number to view the status of a submission
6. User settings – Click the dropdown to change your password, view/change your profile information, or logout
7. Quick Access Links – Here you can find links to the most commonly accessed items, including My Submissions and Make a Submission to the IRB
8. Help and Support – Click the Live Support ONLINE button to chat with a representative. Click Need Help? to search for a help topic or to view common help topics.

These buttons are available to you on every page within the system.
My Submissions
This page shows a listing of all submissions that you have made to the IRB and any submissions made by others that you have access to. Select a submission link - by clicking on the blue submission tracking number - for additional details regarding the submission. There, you will see the associated submission documents and any related outcome documents for the particular submission.

Sorting and Filtering
You can sort the list of submissions by clicking the column headers. Additionally, you can filter the list of submissions by entering text into the search field or clicking one of the filter buttons. To clear your filters, clear the search field and click the All and All Status buttons.

Detail View
This view shows details about the selected submission, as well as the Submission Documents and Outcome Documents.
Make a Submission to the IRB
To begin the submission process, choose between an Initial Review Submission or a Submission for an Already Approved Study or Investigator by clicking the buttons. You will be presented with further choices depending on your selection. In this example, Initial Review Submission is selected. Next, click the button that corresponds to the appropriate type of submission. A page will open that will allow you to select your Investigator or Site from a list, or will redirect you to the new protocol submission wizard depending on your selection.

Example: Site’s Participation in a Study
Click an IRB Tracking link to view Study and Site level documents and make Study and Site level submissions. You can sort the list by column header, or filter by entering text into the search field. If you can’t find your study in the list, click the Click Here button to request access.
Quick Start Guide: My Studies

My Studies
This page lists Studies you currently have access to. Select a study link - by clicking on the blue IRB tracking number - to view Study and Site level documents and to make Study and Site level submissions. You can sort the list by column header, or you can filter by entering text into the search field. If you can’t find your study in the list, select the **Click Here** button to request access.

### My Studies

Please see below a list of Studies you currently have access to. Select a study link below to view Study and Site level documents and make Study and Site level submissions.

Don’t see your study below? **Click Here**

<table>
<thead>
<tr>
<th>IRB TRACKING</th>
<th>SPONSOR</th>
<th>IRB</th>
<th>STATUS</th>
<th>STATUS DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC1-14-123</td>
<td>ABC Sponsor, Inc.</td>
<td>CGIRB</td>
<td>Open</td>
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<td>CGIRB</td>
<td>Closed</td>
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### Study Detail View

This view shows details about the Study and lists the Study and Site level documents. You can also use the links to the right to perform submission tasks, view investigators, view reports, manage access to the study, view contacts for the study, or view IRB forms and guides.
Quick Start Guide: My Investigators

My Investigators
This page lists Investigators you currently have access to. Select an Investigator link - by clicking on the PI’s name in blue - to view Site level documents and to make Site level submissions. You can sort the list by column header, or you can filter by entering text into the search field. If you can’t find your Investigator in the list, select the Click Here button to request access.

Investigator Detail View
This view shows details about the Investigator and lists documents. You can also use the links to the right to perform submission tasks, manage access for this Investigator, view contacts for this Investigator, or view IRB forms and guides.