



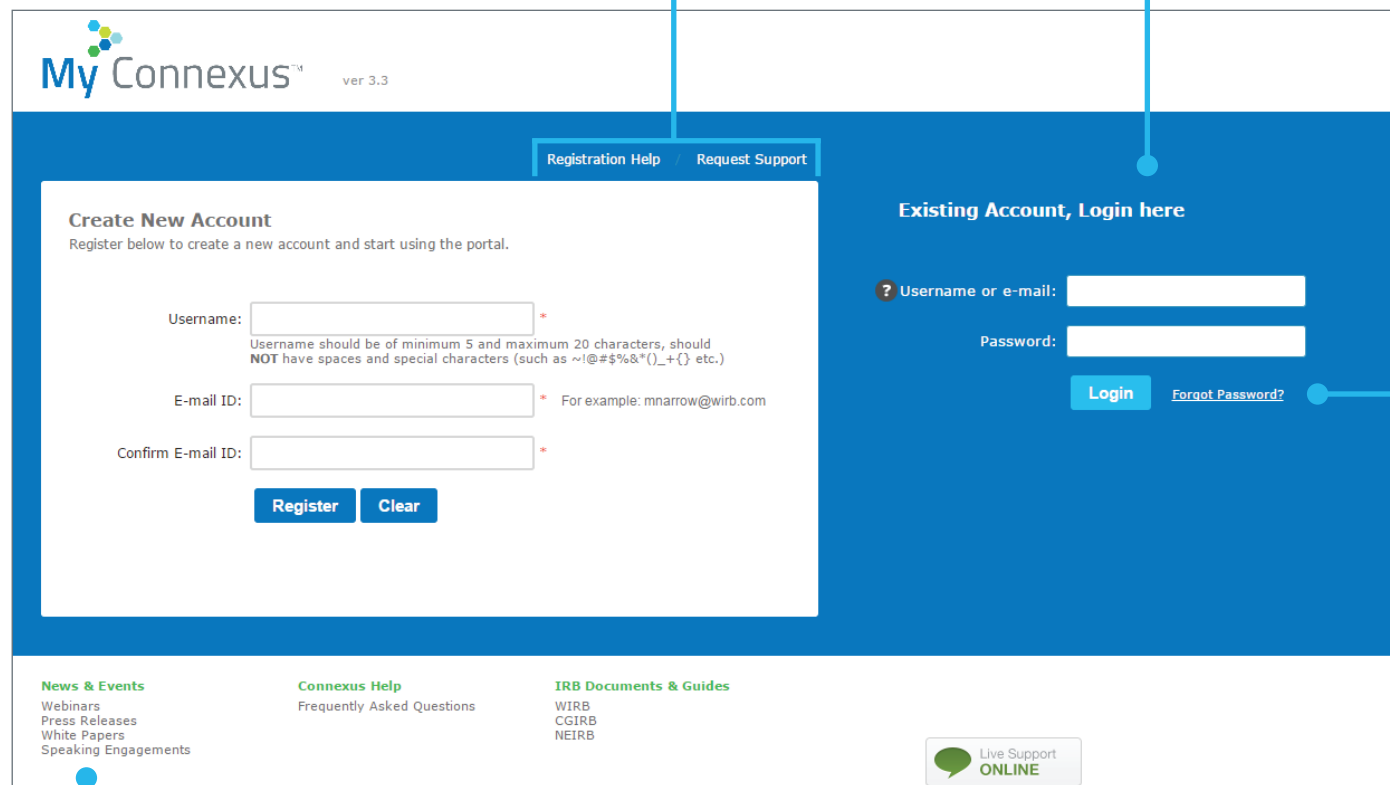
Quick Start Guide

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.



The screenshot shows the My Connexus login page. At the top left is the My Connexus logo and version 3.3. Below it, there are two tabs: "Registration Help" and "Request Support". The main content area is divided into two sections: "Create New Account" and "Existing Account, Login here".

Create New Account: This section includes a sub-header "Register below to create a new account and start using the portal." and three input fields: "Username:", "E-mail ID:", and "Confirm E-mail ID:". The "Username:" field has a note: "Username should be of minimum 5 and maximum 20 characters, should NOT have spaces and special characters (such as ~!@#\$\$%&*()_+{} etc.)". The "E-mail ID:" field has a note: "For example: mnnarrow@wirb.com". Below the input fields are two buttons: "Register" and "Clear".

Existing Account, Login here: This section includes two input fields: "Username or e-mail:" and "Password:". Below the "Password:" field is a "Login" button and a "Forgot Password?" link.

Footer: The footer contains three columns of links: "News & Events" (Webinars, Press Releases, White Papers, Speaking Engagements), "Connexus Help" (Frequently Asked Questions), and "IRB Documents & Guides" (WIRB, CGIRB, NEIRB). There is also a "Live Support ONLINE" button.

Annotations with blue lines point to the following elements:

- "Registration Help" and "Request Support" tabs
- "Forgot Password?" link
- "Live Support ONLINE" button
- "Quick Links" section (News & Events, Connexus Help, IRB Documents & Guides)

Forgot Password

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

Quick Links

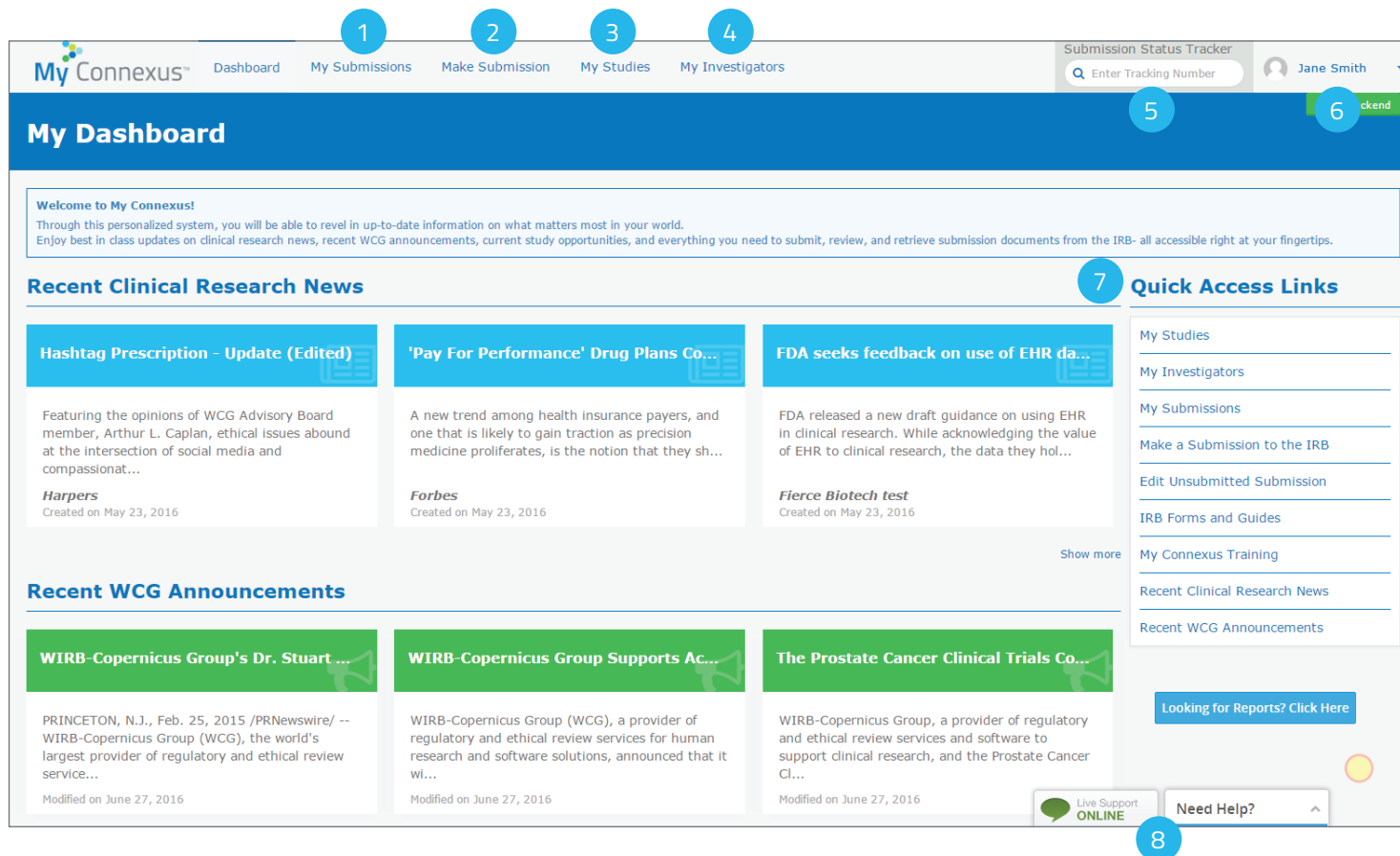
Access helpful links without having to login.

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.



The screenshot shows the My Connexus Dashboard interface. At the top, there is a navigation bar with links: Dashboard (1), My Submissions (2), Make Submission (3), My Studies (4), and My Investigators (5). On the right, there is a Submission Status Tracker search bar (6) and a user profile dropdown for Jane Smith (7). The main content area is titled 'My Dashboard' and includes a welcome message, 'Recent Clinical Research News' (7), 'Recent WCG Announcements', and 'Quick Access Links' (8). The 'Quick Access Links' sidebar contains links to My Studies, My Investigators, My Submissions, Make a Submission to the IRB, Edit Unsubmitted Submission, IRB Forms and Guides, My Connexus Training, Recent Clinical Research News, and Recent WCG Announcements. At the bottom right, there is a 'Live Support ONLINE' button (8) and a 'Need Help?' dropdown.

- 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.

My Submissions

Please see below 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 below for additional details regarding the submission and the associated submission documents and any related outcome documents for the particular submission.

Type the Tracking Number, Submission, Investigator, IRB, IRB Tracking, Protocol ID, Institution Tracking or Submission S

Submitted SinceAnytime

All

Submitted by me

All Status

Requiring Action

Un-submitted

SUBMISSION TRACKING NUMBER	SUBMISSION	INVESTIGATOR	IRB	IRB TRACKING	INSTITUTION TRACKING	SUBMISSION STATUS
116410-908278	Change Request Form Change Request Form	McDonald, Billy Ray	CGIRB	ABC1-14-123 123STUDY	N/A	Processing
116429-906692	Site Close-Out Report Closeout Report	Edison, Julie A	CGIRB	ABC1-14-555 123STUDY	N/A	Processing

Detail View

This view shows details about the selected submission, as well as the Submission Documents and Outcome Documents.

My Submissions > Submission Details

Change Request Form

STATUS: PROCESSING

Details

Tracking Number

ABC1-14-555

Protocol ID

123STUDY

Institutional Tracking Number

N/A

Submission Type

Change Request Form

Investigator

McDonald, Billy Ray

IRB Point of Contact

N/A

Sponsor Name

ABC Sponsor, Inc.

Sponsor/CRO Point of Contact

ABC Sponsor, Inc.

Submission Notes

N/A

Submitted by Alida McBride on September 2, 2015

Submission Documents (2)

Create zip file with 0 document(s)

<input type="checkbox"/>	DOCUMENT TYPE	DOCUMENT TITLE	DATE SUBMITTED	REQUIRED DOCUMENT	DOWNLOAD
<input type="checkbox"/>	Submission Letter - Study	esubmissioncoverletter.pdf	September 2, 2015		Download
<input type="checkbox"/>	Change Request Form	irb change form 02sep2015.doc	September 2, 2015	✓	Download

2 records

Outcome Documents (0)

[Live Support ONLINE](#)
[Need Help?](#)

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.

Make a Submission to the IRB

Is your submission:

 Initial Review Submission

 Submission for an Already Approved Study or Investigator

This Initial Review Submission is for:



Review of a New Research Protocol

Will be redirected to the new protocol submission wizard



Specific Investigator/ Site's Participation in a Study

Please select your Study from the list on the next page to make your submission or Request Access if your Study is not shown


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.

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](#)

 Type the IRB Tracking, Protocol ID, IRB or Status

Status Date Since Anytime 

IRB TRACKING	SPONSOR	IRB	STATUS	STATUS DATE ^
ABC1-14-123 123STUDY	ABC Sponsor, Inc.	CGIRB	Open	August 22, 2015
ABC1-13-734 STUDY007	PharmaCo Ltd.	CGIRB	Closed	January 3, 2013

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

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Don't see your study below? [Click Here](#)

Status Date Since
Anytime

IRB TRACKING	SPONSOR	IRB	STATUS	STATUS DATE ^
ABC1-14-123 123STUDY	ABC Sponsor, Inc.	CGIRB	Open	August 22, 2015
ABC1-13-734 STUDY007	PharmaCo Ltd.	CGIRB	Closed	January 3, 2013

My Studies > Study Details

ABC1-14-123

123STUDY

STATUS: OPEN

Details

Institutional Tracking Number
N/A

Study Title
A RANDOMIZED, DOUBLE BLIND TIRAL ASSESSING THE EFFECT OF ASPIRIN ON ALLERGIES

Expiration Date
05-05-2016
Closed on August 22, 2015

Sponsor
ABC Sponsor, Inc.

IRB
CGIRB

IRB POC
Unknown
ntesla@cgirb.com

Submissions for this Study
View Submissions
Submit New Investigator
Submit Other Study Level Documents

Investigators for this Study
View Investigators

Reports for this Study
Site Start Up Status
Continuing Review and Closure Status

Manage Access for this Study

Contacts for this Study

IRB Forms and Guides

Study Documents

Date Transmitted Since
Anytime

All
Study Level
Document Type: All

Create zip file with 0 document(s)

DOCUMENT TYPE	DOCUMENT TITLE	IRB	INVESTIGATOR	DATE	DATE TRANSMITTED	REV	Need Help?	RELOAD

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.

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.

My Investigators						
Please see below a list of Investigators you currently have access to. Select an Investigator link below to view Site level documents and make Site level submissions.						
Don't see your Investigator below? Click Here						
<input type="text" value="Type the PI Name, IRB, Sponsor, IRB Tracking, Protocol Id, Institution Tracking or Status"/> Status Date Since Anytime						
PI NAME	IRB	SPONSOR	IRB TRACKING	INSTITUTION TRACKING	STATUS	STATUS DATE ^
Roberts, Simon P	CGIRB	ABC Sponsor, Inc.	ABC1-14-123 123STUDY	N/A	Open	August 22, 2015
Green, Cynthia	CGIRB	ABC Sponsor, Inc.	ABC1-14-123 123STUDY	N/A	Open	August 22, 2015

My Investigators > Investigator Details																																																
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<div> Submissions for this Investigator View Submissions Make a Submission for this Investigator Manage Access for this Investigator Contacts for this Investigator IRB Forms and Guides </div>																																																
Documents <div> <input type="text" value="Type the Title or IRB"/> Document Type All Date Transmitted Since Anytime </div> <div>Create zip file with 0 document(s)</div> <table> <tr> <th>DOCUMENT TYPE</th><th>DOCUMENT TITLE</th><th>IRB</th><th>DATE REVIEWED</th><th>DATE TRANSMITTED ^</th><th>NOTES</th><th>DOWNLOAD</th></tr> <tr> <td><input type="checkbox"/> IND</td><td>Acknowledgement - Study-2015-05-28 1557720</td><td>CGIRB</td><td>May 28, 2015</td><td>May 28, 2015</td><td>i</td><td>Download</td></tr> <tr> <td><input type="checkbox"/> IND</td><td>Acknowledgement - Study-2015-05-27 1571157</td><td>CGIRB</td><td>May 27, 2015</td><td>May 27, 2015</td><td>i</td><td>Download</td></tr> <tr> <td><input type="checkbox"/> IND</td><td>Acknowledgement - Study-2015-05-27 1458771</td><td>CGIRB</td><td>May 27, 2015</td><td>May 27, 2015</td><td>i</td><td>Download</td></tr> <tr> <td><input type="checkbox"/> Acknowledgement - PI</td><td>Acknowledgement - PI-2015-05-07 Birbara, Dr. Charles A</td><td>CGIRB</td><td>N/A</td><td>May 17, 2015</td><td>i</td><td>Download</td></tr> <tr> <td><input type="checkbox"/> IND</td><td>Acknowledgement - Study-2015-05-06</td><td>CGIRB</td><td>May 6, 2015</td><td></td><td>i</td><td>Download</td></tr> </table>							DOCUMENT TYPE	DOCUMENT TITLE	IRB	DATE REVIEWED	DATE TRANSMITTED ^	NOTES	DOWNLOAD	<input type="checkbox"/> IND	Acknowledgement - Study-2015-05-28 1557720	CGIRB	May 28, 2015	May 28, 2015	i	Download	<input type="checkbox"/> IND	Acknowledgement - Study-2015-05-27 1571157	CGIRB	May 27, 2015	May 27, 2015	i	Download	<input type="checkbox"/> IND	Acknowledgement - Study-2015-05-27 1458771	CGIRB	May 27, 2015	May 27, 2015	i	Download	<input type="checkbox"/> Acknowledgement - PI	Acknowledgement - PI-2015-05-07 Birbara, Dr. Charles A	CGIRB	N/A	May 17, 2015	i	Download	<input type="checkbox"/> IND	Acknowledgement - Study-2015-05-06	CGIRB	May 6, 2015		i	Download
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