

PI, Co-PI and Study Coordinator registration instructions.

Solutions IRB uses IRITZI for the submission, tracking and review of studies. There are two ways to obtain a user name and password to Solutions IRB online submission system. A Solutions IRB representative may add you as a user, or you can go to www.solutionsirb.iritzi.com and sign-up to participate.

The screenshot shows two side-by-side forms. The left form is titled "Please log into your IRB." and contains fields for "enter email" and "enter password", a "submit" button, and links for "Forgot your password?" and "Didn't receive confirmation instructions?". Below the form is contact information for Lonnie Wederski. The right form is titled "Sign-up to participate in your IRB." and contains fields for "first name", "last name", and "email address", a "Request PI privileges" checkbox, and a "submit" button. At the bottom of the page, there is copyright information for Iritzi and links for "Terms of Service", "Privacy Policy", and "Contact Us".

The screenshot shows an email confirmation page titled "Welcome to iritzi!". The text reads: "Welcome aboard! You've been added to Solutions Institutional Review Board's IRB system. You must confirm your account before continuing." Below this, the "Username" and "Password" fields are shown as redacted with black bars. A large "Confirm now" button is centered at the bottom. At the very bottom, it says "iritzi | Keeping you in the loop!".

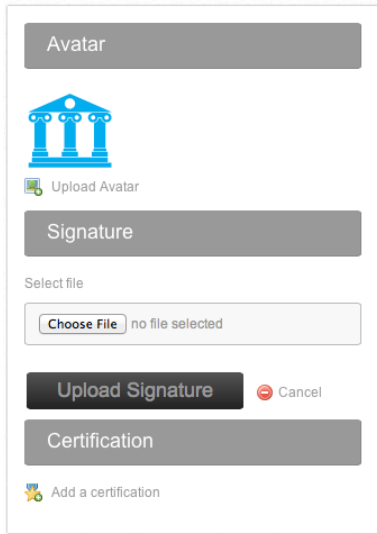
You will receive an email from iritzi. The email will contain your username (your email address) and a password. You can easily change your password once you log into iritzi.

If you do not receive an email, check your junk folder. If you still do not see it, please email us at reviews@solutionsirb.com

Once you log into the site, you will need to complete your profile. You will see a profile screen like the one below.

First name	MI	Last name
<input type="text" value="██████████"/>	<input type="text"/>	<input type="text" value="██████████"/>
Suffix	Degree	Gender
<input type="text" value="Please Select"/>	<input type="text" value="PhD"/>	<input type="text" value="female"/>
Email		
<input type="text" value="██████████"/>		
Change password		
<input type="text"/>		
Office Phone Number	Mobile Phone Number	
<input type="text" value="18552264472"/>	<input type="text" value="██████████"/>	
Country		
<input type="text" value="United States"/>		
Address		
<input type="text" value="██████████"/>		
<input type="text"/>		
City	State	Zip Code
<input type="text" value="Little Rock"/>	<input type="text" value="Arkansas"/>	<input type="text" value="72223"/>

Next, you will need to upload your signature and human subjects training documentation.



The screenshot shows a vertical list of three uploadable items: Avatar, Signature, and Certification. Each item has a corresponding button and a description. The Avatar section includes a blue icon of a classical building and the text 'Upload Avatar'. The Signature section includes a 'Select file' label, a 'Choose File' button, and the text 'no file selected'. The Certification section includes a blue icon of a certificate and the text 'Add a certification'. There are also 'Upload Signature' and 'Cancel' buttons.

Signature:

1. You can scan your written signature in and upload the file.
2. When you have uploaded the file, your signature will appear.

Certification:

3. You can scan your written signature in and upload the file.
4. Upload documentation of your human subjects protection training.
5. You can upload individual certificate, one file with all certifications, or a transcript.

Avatar – if you are adventurous, you may also upload an avatar.