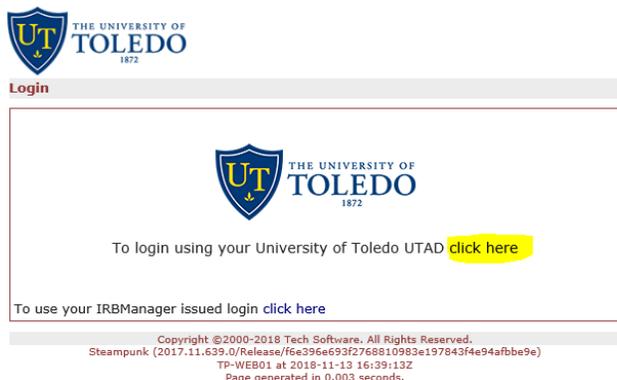


Instructions for uploading/updating your HIPAA Training in IRB Manager

November 2018

1. Using your favorite web browser, go to irb.utoledo.edu
2. Click the middle link to use your UTAD credentials to log in,



3. After entering your username and password on the bell tower login screen, you will be redirected to your dashboard. In the upper right corner menu called "Actions for Researchers" click the "Start xForm" link

Home

My Studies

Studies (11 Active)

- You are associated with **11 active** Studies and **20 total** Studies.
- You are the PI for **11 active** and **19 total** Studies.
- You are the Co-Investigator for **0 active** and **1 total** Studies.

xForms (8 Active)

- You have **3 unsubmitted** xForms.
- You have **5 xForms** being processed at a later stage.
- There are **1 xForms** awaiting your attention.

Events (7 Open)

Only show events where I am:

- You have **7 Initial Application Submission** events.
- You have **7 Total Open** events

Actions

Actions for Researchers

New IRB Research

Start xForm

Show Sponsor Ids

Recent Items

200000-UT

Messages

Welcome to IRBManager at **The University of Toledo**

For help contact:
jamie.vannatta@utoledo.edu
419-530-6651

Useful Links

4. From the list of available forms, click "HIPAA Training Confirmation (your own)"

Select xForm to start	
Action	Form (Click to start)
	Application to use a Central IRB
	HIPAA Training Confirmation (your own)
	New IRB Research
	Request new Non-UT Contact
	Request New Sponsor
	Request new UT Contact

5. This takes you to the xForm. Note the text at the top of the form which gives some instruction on what the form is for and not for.

6. Click "Add Attachment" to get the add attachment popup box, and then click "Select" to get the normal file browser.

Attach only your own HIPAA training certificate *(Required)*

Add Attachment

7. Navigate to the HIPAA certificate on your machine or shared drive.

8. Highlight the file by clicking on it, then click "open" to bring it down to the add attachment popup box.

9. Click "Attach" to bring the file down to thexForm.

File(s):
(Limit: 1)

My computer   My Profile

 Example key code.xlsx  Remove

You can also drag one (or more) files here.

10. Enter the date you took the training from the certificate.

Enter Training Completion Date *(Required)*



11. Click the Next button at the bottom of the screen

12. Click the Submit Button.

You've completed the form. You can now either save the form for later revision, or submit it.

You will receive an email when your certificate has been verified and your expiration date has been updated.