

How To Guide: Setting up an IHMC IRB Account in iMedRIS

! This instruction applies **ONLY** to IHMC personnel. An IHMC email address is required.

1. Log on to <https://irb.ihmc.us>
 - a. Your username is from your IHMC email.
Use your first initial and full last name.
 - Example: “zmccurdy”
 - b. Your password is the password you currently use for your IHMC email.

irb.ihmc.us

Login

ihmc
FLORIDA INSTITUTE FOR HUMAN & MACHINE COGNITION

Username:
Password:

Log In

[I forgot my password](#) [System Requirements](#)

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Version 13.01 Build 1976 Updated 2023/12/19 15:13

Figure 1: The iMedRIS login portal.

2. Once logged in, select “My Profile” from the top right.

irb.ihmc.us

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Hello Zoanne McCurdy, B.A.
your last login was
11/24/2025 08:03 AM CST

[Help](#) [Tutorial](#) **My Profile** [Log out](#)

My Workspaces Study Assistant

Featured Study Operations

- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

By the Numbers

Submissions in Process	Forms Pending Submission	Pending My Response	High T
2	1	0	>

Tasks

- All Tasks
- Study Tasks

Figure 2: The “My Profile” tab in the top right.

3. Select "My Account" from the drop-down menu.

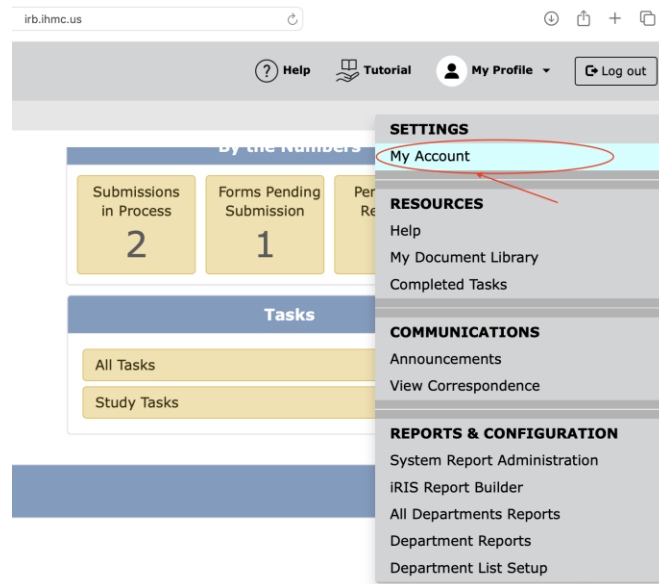


Figure 3: The "My Account" option is the first in the drop-down menu.

4. Complete your Profile tab, making sure to fill any required* fields.

a. Select "Save Changes" in the top-right corner after completing all edits.

A screenshot of the 'Profile' tab in the IHMC IRB Dashboard. The 'Save Changes' button is in the top right. The profile information is as follows: Last Name: McCurdy; First Name: Zoëanne; Middle Name: (empty); Suffix: (empty); Prefix: (empty); Status: Active; Academic Position/Title: (empty); Degree: B.A.; Representational capacity: Non-Scientist (selected); Contact Information: Email Address: zmcCurdy@ihmc.org (required); Additional Email Addresses: (empty); Phone: 8502613893; Cell Phone: (empty); Pager: (empty); Fax: (empty); Personal URL: (empty); Mailing Address: Florida Institute for Human and Machine Cognition, 40 South Alcaniz Street, Pensacola, FL 32502; Department(s): IHMC-Research(1).

Figure 4: The "Profile" tab with sample field options. The mailing address is IHMC's official mailing address. Please enter it exactly as it appears in this sample.

5. Complete the Biosketch, CV, & Publications tab, making sure to fill any required* fields.

a. Select "Save Changes" in the top-right corner after completing all edits.

b. If you don't have any documents to upload yet, you can do this at a later date.

6. For the time being, skip the Training History tab.

! For information on how to add your training (e.g., CITI training Completion Reports) to your iMedRIS account, navigate to the CITI Training sub-tab in the IHMC IRB Dashboard Teams page.

7. Complete the Medical Licenses tab if applicable.

8. For the time being, skip the Signature and Notes tabs.

9. Once all edits are complete, log out of your account by selecting "Log Out" in the top-right corner.