All Users – Guide to New myIRB User Interface

The myIRB user interface has been updated to a new menu system to increase functionality and improve user experience. The update is a first step to support future changes coming later this year and Spring 2017 to revise the applications and support a central IRB infrastructure. Key changes for this update are noted below along with screen shots. (If you are an IRB member – a new guide has been distributed separately to provide directions for your IRB member activities in the new user interface.)

1) The former “Inbox” tab in the red, top menu is now labeled “myHome.” Clicking on “myHome” will display new navigation buttons down the left side of the screen. Different users may have a different set of buttons displayed based on their roles and permissions in the myIRB system.

2) The first button is “myInbox” which when clicked will show a set of tabs across the screen from left to right for PIs and research team members to access their applications.
   a) Inbox – To Do – Items requiring action by the individual logged in
   b) Draft Forms – Forms yet to be submitted to HRPO
   c) Pending Forms – Forms currently under review with HRPO
   d) Projects – Approved studies and history

Continued on next page...
3) **Delegate Button and Tabs.** Users who have been named as a delegate for one or many individuals will now have the ability to see information for all of their PIs from their own inbox without having to login as a delegate. Clicking on the “Delegate” button provides a “view only” look at the four areas of your PI’s Inbox. These four areas are now organized in a tab structure running from the left side of the screen to the right side of the screen. All four tabs will contain the study information for all PIs who have named you as a delegate. In order to modify forms and submit contingencies, the user will still need to use the delegate login link to access the individual PI’s inbox.

a) **Inbox – To Do** – will allow a Delegate to see all items requiring action on behalf of their PIs

b) **Draft Forms** – will allow a Delegate to see all items in draft status for all of their PIs.

c) **Pending Forms** – will allow a Delegate to see all items in pending status for all of their PIs.

d) **Projects** – will allow a Delegate to see all approved studies for all of their PIs.

Continued on next page...
4) **Help Buttons** are still located beside the question numbers throughout the project application, but the icon is now red with a question mark.