

iMedRIS - COMING SOON!

iMedRIS (Integrated Medical Research Information System) is a web-based system designed to facilitate the on-line submission, review and tracking of human research studies submitted to the Graduate School of Medicine Institutional Review Board (IRB). iMedRIS can be used anywhere, anytime as long as Internet access is available.

Our target go-live date is October 18, 2014. **Paper submissions will not be accepted by the IRB after October 17, 2014.** Please attend the training session on October 17, 2014 in the Conference Room in the Health Information Center (Preston Library). Registration is not required. Session times for investigators and study teams are:

9:15 a.m. – 10:15 a.m.

10:30 a.m. – 11:45 a.m.

1:00 p.m. – 2:00 p.m.

2:00 p.m. – 3:00 p.m.

Getting Started: Get a UT Net ID

Make sure that all key study personnel (KSP) associated with the project have a UT username and password, as the IRB electronic system, iMedRIS, uses the UT Net ID system to allow access. If you do not have a UT Net ID, then you will not be able to log into iMedRIS. In addition, if any of the KSP associated with your project do not have a UT and iMedRIS account, you will not be able to add them to your project. If you have been issued a UT email account, then you have a UT Net ID; a call to the HELP desk (1-800-413-7830) may be necessary if you are unsure of your Net ID status or have forgotten your password.

For non-UT affiliated users who do not currently have a UT Net ID, a UT faculty/staff member will have to sponsor the non-UT individual into the UT system. This may be accomplished through the following steps:

- 1) Go to <https://oit.utk.edu/accounts/forms/Pages/default.aspx>
- 2) Under “Need a Net ID?” click on Request a Net ID (Network Identifier) for a Person
- 3) Fill out the form, Print it and fax it to OIT at the number provided on the form.
- 4) Next, click on [Request to Sponsor a Person for OIT Services](#)
- 5) Again, fill out the form, print it and fax to the number provided on the form to OIT
- 6) This process usually takes OIT 24 hours to set up and once done the non-UTK KSP will be able to log into iMedRIS.

Once all KSP associated with the project have a UT Net ID and password, each user must:

- 1) Log into iMedRIS for the first time at <https://ris01.uthsc.edu/>.
- 2) Click the "Logout" button in the upper right hand corner of the screen.
- 3) Contact Tricia Page, Program Manager, at ppage@uthsc.edu and indicate the department with which the user is affiliated so that their department access can be set up and the account can be fully activated.

NOTE: Once you receive your UT Net ID and password and your iMedRIS account has been set up, all iMedRIS correspondence will be sent automatically to your new UT email account. You may contact the HELP Desk at 1-800-413-7830 to have your new UT email forwarded to another email account such as AOL, Yahoo, Gmail, etc. (Or you can click "Webmail" at the top of any UT webpage and click "Click here to Manage Your Account, "following the steps for forwarding mail).