

## iMedRIS

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.

### Getting Started: Get a NetID

Access to iMedRIS is managed through the UT NetID system so all key study personnel associated with a project must have a UT NetID.

GSM employees, residents and fellows or anyone who attended UT as a student will have a Net ID that can be found at <https://directorv.utk.edu/index.jsp>. Be sure the Privacy setting is "off".

For password management, go to: <https://ds.utk.edu/passwords/default.asp?func=netid>

Emails associated with the NetID must be the email account used on a regular basis. Go to: <https://ds.utk.edu/uact/default.asp?func=netid&info=email> to check and/or change the email associated with the NetID in order to get iMedRIS notifications or call 1-800-413-7830 (select Option #1 then Option #2).

Users who do not have a UT NetID (UHS employees, outside researchers, etc), must complete the following steps:

- 1) Go to <https://oit.utk.edu/accounts/forms/Pages/default.aspx>
- 2) Click on "Need a NETID?", download and fill out the following forms:
  - a. Request a NetID for a Person
  - b. Request to Sponsor a Person for OIT Services
- 3) The UT Contact on the forms should be either Becky West or Cindy Langley.
- 4) Email the completed forms to Becky West at [bwest1@utmck.edu](mailto:bwest1@utmck.edu) or Cindy Langley at [clangley@utmck.edu](mailto:clangley@utmck.edu).
- 5) Becky West or Cindy Langley will sign the forms as the Sponsor of the NetID and will forward the forms to the OIT office. OIT will notify the IRB Office when the NetID is active.
- 6) Becky West or Cindy Langley will notify the user on how to set up their password and add an email address. Once the password has been set up, the user will be able to log into iMedRIS.
- 7) New NetID accounts do not have emails associated with them. The user must contact the Memphis HELP Desk at 1-800-413-7830 to have an email address added to the account. Without an email address, the system cannot send communications regarding research projects.