Logging in for the first time

1) Go to url: https://gwu-iris.imedris.net/

2) There are unique instructions for three different types of users:
   1. GW faculty/staff/students with GW User IDs
   2. MFA or GWUH faculty or staff without GW User IDs who have been active on protocols through the GW IRB
   3. MFA or GWUH faculty or staff without GW User IDs who are new to the GW IRB

External (non-GW affiliated) individuals cannot be given iRIS accounts. Please reach out to us at ohrirb@gwu.edu about collaborating with external individuals.
GW faculty/staff/students with GW User IDs:

- Enter your GW User ID as the User ID and your GW password as the Password.
- If you do not remember your GW password, please go to GW Email/NetID Account Management and click “Reset/Forgot Password”

MFA or GWUH faculty or staff without GW User IDs who have been active on protocols through the GW IRB:

- Click the “I forgot my Password” box immediately below the login area. The pop-up screen below will appear.

![Log in](image)

- Your User ID is your full email address. Enter this in User ID and click “Send Password”*
- Access your email and follow the instructions you receive to reset your password

*Please note that if you enter your email address and receive a message that states “No account exists contact your system administrator to reset your password”, you may need to follow the instructions for MFA or GWUH faculty or staff without GW User IDs who are new to the GW IRB

MFA or GWUH faculty or staff without GW User IDs who are new to the GW IRB

- Click “Request new account”
- Populate the next screen. Please note that First Name, Last Name, Email Address, Department, and Request Purpose are required fields.
● Click “Submit Request”. A popup message will appear noting “Your request for a new account has been successfully submitted to the System Administrator”. You will be contacted once your account has been created or with additional instructions.