

GW iRIS

Reference Guide: Logging In for the First Time

Logging in for the first time

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

Log In



The screenshot shows the GW iRIS login interface. On the left, there is a photograph of a bronze statue of a man in historical attire. To the right, the text 'GW iRIS Integrated Research Information Software' is displayed in white on a dark blue background. Below this, there are two input fields: one labeled 'User ID:' and another labeled 'Password:'. A 'Log In' button is positioned at the bottom right of the form area.

[I forgot my Password](#)

[Request new account](#)

[System/Browser Requirements](#)

[Terms of Use](#) | [Privacy Statement](#)
Copyright © 2001-2018 iMedRIS Data Corporation. All rights reserved.
Version 10.03.2 Build 527 Updated 2018/03/26 01:07

- 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 ohrib@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.



- 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.

[Return to Login](#) [Submit Request](#)

Please fill the below form giving enough information to the administrator to process your request

Job Title:	--none--	* First Name:	<input type="text"/>																				
* Last Name:	<input type="text"/>	Suffix:	<input type="text"/>																				
Middle Name:	<input type="text"/>	* Email Address:	<input type="text"/> Email Address Required																				
Degree:	<input type="text"/>	Cell Number:	<input type="text"/>																				
Primary Number:	<input type="text"/>	Fax Number:	<input type="text"/>																				
Pager Number:	<input type="text"/>	Request Purpose	Explain why you are requesting a login ID for this system, including your relationship to the institution and any other information that would help to identify you in the system. <input type="text"/>																				
Location:	<input type="text"/>																						
* Department:	<table border="1"> <thead> <tr> <th>Request Department</th> <th>Institution Abbrv. - Department</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>GW Hospital - Hospital Pharmacy</td></tr> <tr><td><input type="checkbox"/></td><td>GW - Academic Affairs</td></tr> <tr><td><input type="checkbox"/></td><td>GW - ADMIN-CENTER WASHINGTON AREA STUDIE</td></tr> <tr><td><input type="checkbox"/></td><td>GW - ASSOC DEAN ACADEMIC AFFAIRS</td></tr> <tr><td><input type="checkbox"/></td><td>GW - COMPUTATIONAL BIOLOGY INITIATIVE -N</td></tr> <tr><td><input type="checkbox"/></td><td>GW - DEPUTY PROVOST - IMMEDIATE OFFICE</td></tr> <tr><td><input type="checkbox"/></td><td>GW - DIRECTOR FACULTY PERSONNEL</td></tr> <tr><td><input type="checkbox"/></td><td>GW - EXHIBITIONS</td></tr> <tr><td><input type="checkbox"/></td><td>GW - FEDERAL WORK STUDY PROGRAM OFF CAMP</td></tr> </tbody> </table>			Request Department	Institution Abbrv. - Department	<input type="checkbox"/>	GW Hospital - Hospital Pharmacy	<input type="checkbox"/>	GW - Academic Affairs	<input type="checkbox"/>	GW - ADMIN-CENTER WASHINGTON AREA STUDIE	<input type="checkbox"/>	GW - ASSOC DEAN ACADEMIC AFFAIRS	<input type="checkbox"/>	GW - COMPUTATIONAL BIOLOGY INITIATIVE -N	<input type="checkbox"/>	GW - DEPUTY PROVOST - IMMEDIATE OFFICE	<input type="checkbox"/>	GW - DIRECTOR FACULTY PERSONNEL	<input type="checkbox"/>	GW - EXHIBITIONS	<input type="checkbox"/>	GW - FEDERAL WORK STUDY PROGRAM OFF CAMP
Request Department	Institution Abbrv. - Department																						
<input type="checkbox"/>	GW Hospital - Hospital Pharmacy																						
<input type="checkbox"/>	GW - Academic Affairs																						
<input type="checkbox"/>	GW - ADMIN-CENTER WASHINGTON AREA STUDIE																						
<input type="checkbox"/>	GW - ASSOC DEAN ACADEMIC AFFAIRS																						
<input type="checkbox"/>	GW - COMPUTATIONAL BIOLOGY INITIATIVE -N																						
<input type="checkbox"/>	GW - DEPUTY PROVOST - IMMEDIATE OFFICE																						
<input type="checkbox"/>	GW - DIRECTOR FACULTY PERSONNEL																						
<input type="checkbox"/>	GW - EXHIBITIONS																						
<input type="checkbox"/>	GW - FEDERAL WORK STUDY PROGRAM OFF CAMP																						

- 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.