

Quick reference for signing a document in IRB Manager

Signing a document from the IRB Manager website:

- Go to the IRB Manager website:
<https://irbmanager.becirb.com>.
 Enter your user name, password and client.
 The client is spectrumhealth.

- This will bring you to your dashboard. Click on the link in this bullet: “There are # xforms awaiting your attention.”

- This brings you to the Forms Notification screen. Click on the study whose stage is “Investigator Signature.” Follow the steps on the screen to sign the document.

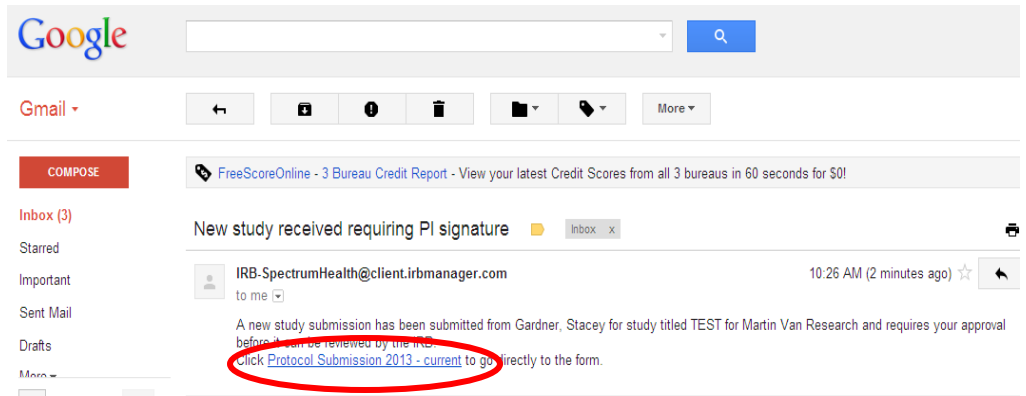
Form	Identifier	Stage	Status	Started	Requires Approval
Protocol Submission 2013 - current		Investigator Signature	Work in progress	10 minutes ago	Yes
Protocol Submission 2013 - current		Data Entry	Work in progress	03/08 at 2:24 PM	No

- If there are many forms, check the box at the top to show only those forms that are waiting for your signature. Once you have clicked on the study, follow the steps on the screen to sign the document.

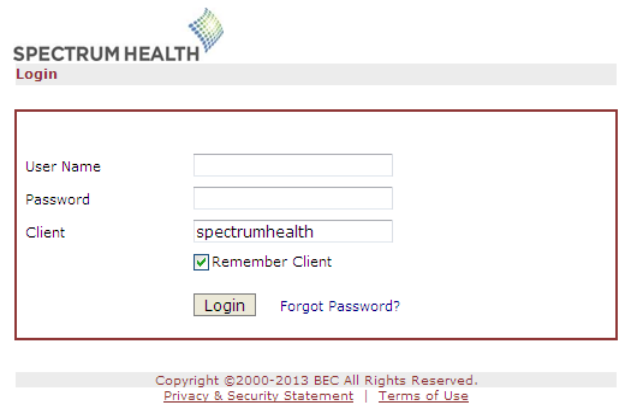
Form	Identifier	Stage	Status	Started	Requires Approval
Protocol Submission 2013 - current		Investigator Signature	Work in progress	10 minutes ago	Yes

Signing a document from your email notification:

1. Click on the link in the email.



2. You may need to sign into IRB Manager. Enter your user name, password and client. The client is spectrumhealth.



3. It will take you directly to the form referenced in the email. Follow the steps on the screen to sign the document.

