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/

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.

- 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

Field		Field	
Job Title:	--none-- ▼		
* Last Name:		* First Name:	
Middle Name:		Suffix:	
Degree:		* Email Address:	Email Address Required
Primary Number:		Cell Number:	
Pager Number:		Fax Number:	
Location:		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.

*Department:

Request Department	Institution Abbrv. - Department
☐	**GW Hospital** - Hospital Pharmacy
☐	**GW** - Academic Affairs
☐	**GW** - ADMIN-CENTER WASHINGTON AREA STUDIE
☐	**GW** - ASSOC DEAN ACADEMIC AFFAIRS
☐	**GW** - COMPUTATIONAL BIOLOGY INITIATIVE -N
☐	**GW** - DEPUTY PROVOST - IMMEDIATE OFFICE
☐	**GW** - DIRECTOR FACULTY PERSONNEL
☐	**GW** - EXHIBITIONS
☐	**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.