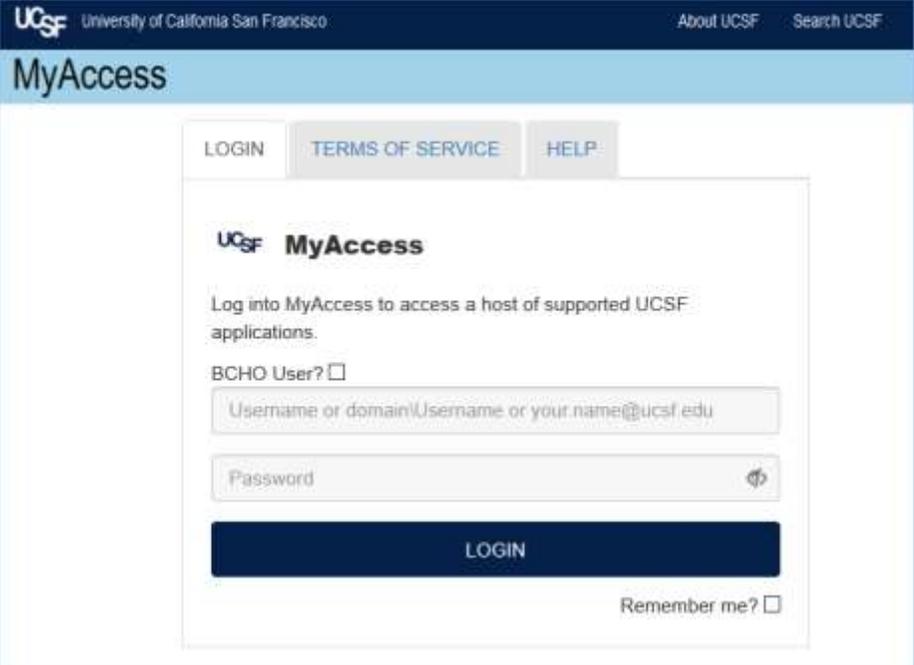
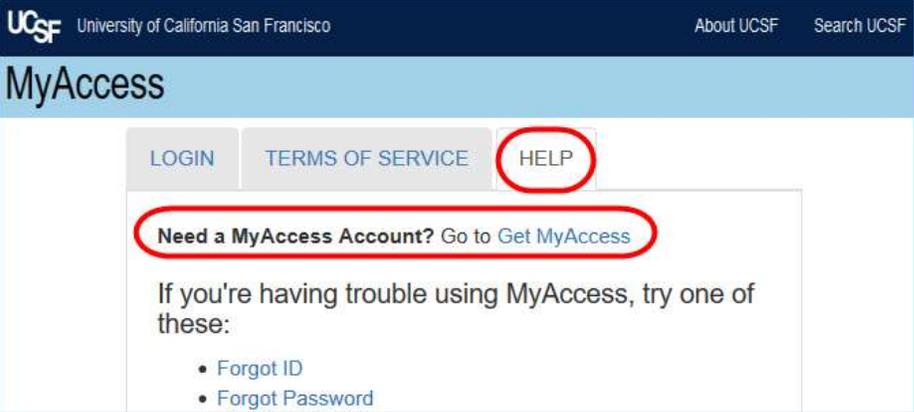
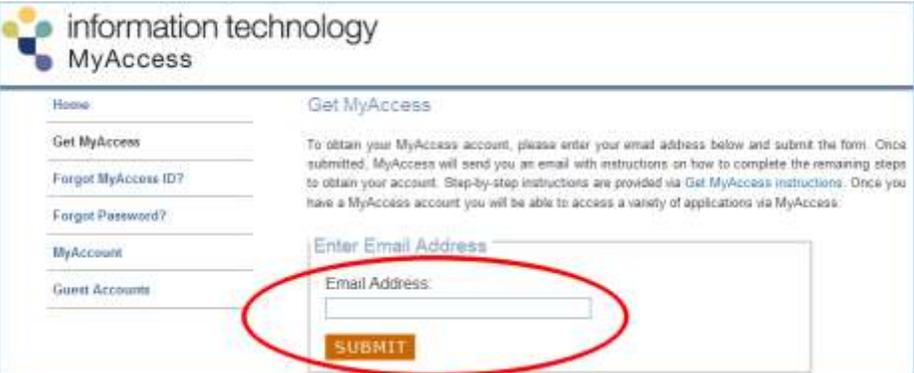
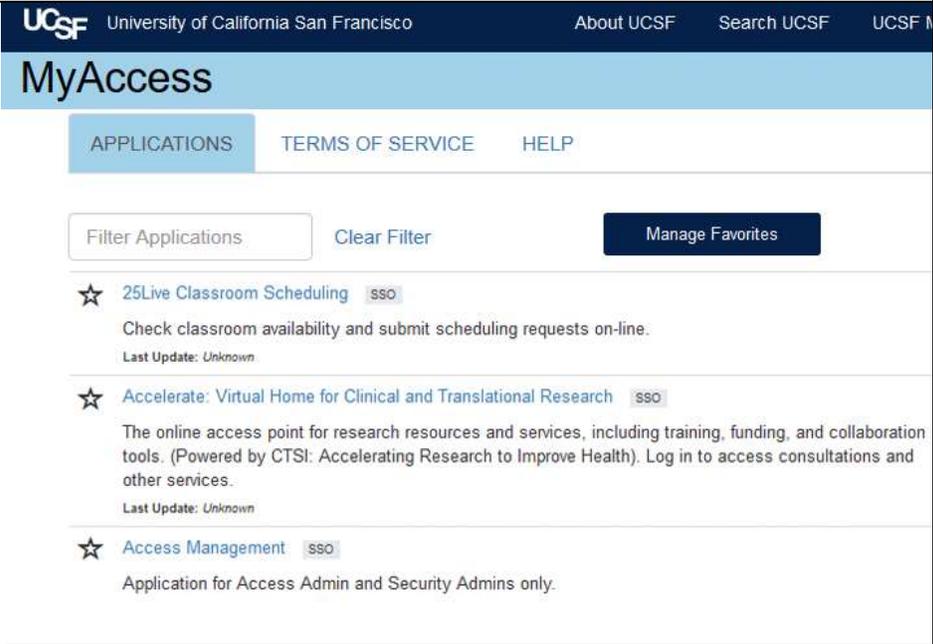
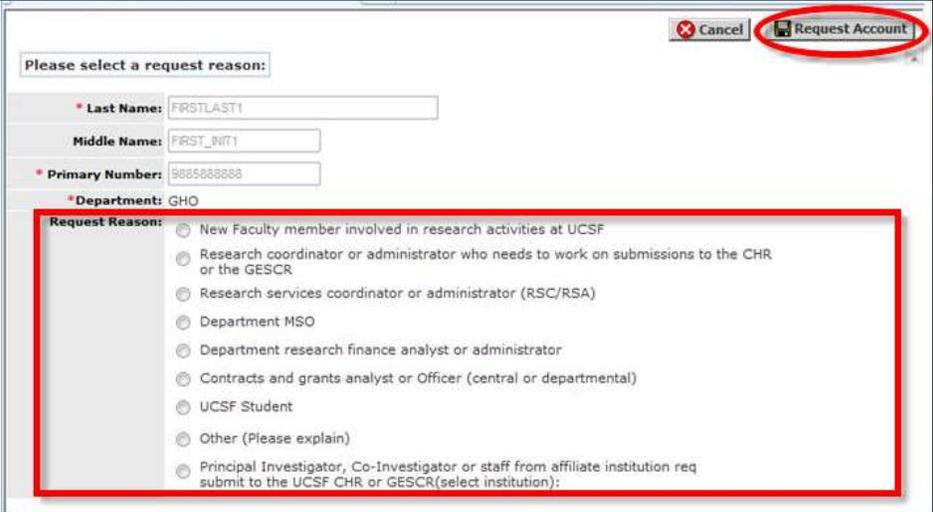


## Logging into iRIS for the First Time

Note: If you are an affiliate, you must first complete and submit the [iRIS Access Request Form](#) following the [instructions here](#).

Step 1: Log into MyAccess	
<b>If you already have a MyAccess account:</b>	
<b>If you've never logged into MyAccess before:</b>	
3. On the IT site, enter your email address and click "Submit." MyAccess will send you an email with instructions on how to obtain your account.	

<p>Once you're logged into MyAccess, scroll down the list of <b>Applications</b> (listed alphabetically).</p> <p>Click on the <b>IRB – iRIS (formerly 'CHR-iRIS (iMedRIS)')</b> link.</p>	<h3 style="text-align: center;">Step 2: Click on the "IRB – iRIS" link in MyAccess</h3>  <p>The screenshot shows the MyAccess website interface. At the top, there are navigation links for 'UCSF University of California San Francisco', 'About UCSF', 'Search UCSF', and 'UCSF Medical'. Below this is the 'MyAccess' header with tabs for 'APPLICATIONS', 'TERMS OF SERVICE', and 'HELP'. A search filter section includes a 'Filter Applications' input field, a 'Clear Filter' button, and a 'Manage Favorites' button. The main content area lists several applications, each with a star icon, a title, a description, and a 'Last Update' date. The application 'IRB - iRIS (formerly 'CHR - iRIS (iMedRIS)')' is highlighted with a yellow star and a blue box, indicating it is the target of the instruction.</p>
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<p>Select the reason you need an iRIS account, choosing the option that <i>best fits</i> your scenario.</p> <p><b>DO NOT SELECT "OTHER"</b></p> <p>If you select "UCSF Student," you will be prompted to indicate which school you are in (Graduate Division, Medicine, Pharmacy, Nursing, or Dentistry). If you don't see your specific school listed, choose "Graduate Division."</p> <p>After making your selection, click "Request Account." You will be brought directly to the iRIS home screen.</p>	<h3 style="text-align: center;">Step 3: Request an iMedRIS Account</h3>  <p>The screenshot shows a web form for requesting an account. At the top right, there are 'Cancel' and 'Request Account' buttons. The 'Request Account' button is circled in red. Below the buttons is a section titled 'Please select a request reason:' followed by a dropdown menu. The dropdown menu is highlighted with a red box and contains the following options: 'New Faculty member involved in research activities at UCSF', 'Research coordinator or administrator who needs to work on submissions to the CHR or the GESCR', 'Research services coordinator or administrator (RSC/RSA)', 'Department MSO', 'Department research finance analyst or administrator', 'Contracts and grants analyst or Officer (central or departmental)', 'UCSF Student', 'Other (Please explain)', and 'Principal Investigator, Co-Investigator or staff from affiliate institution req submit to the UCSF CHR or GESCR(select institution):'. The 'Request Reason' label is also highlighted with a red box.</p>
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