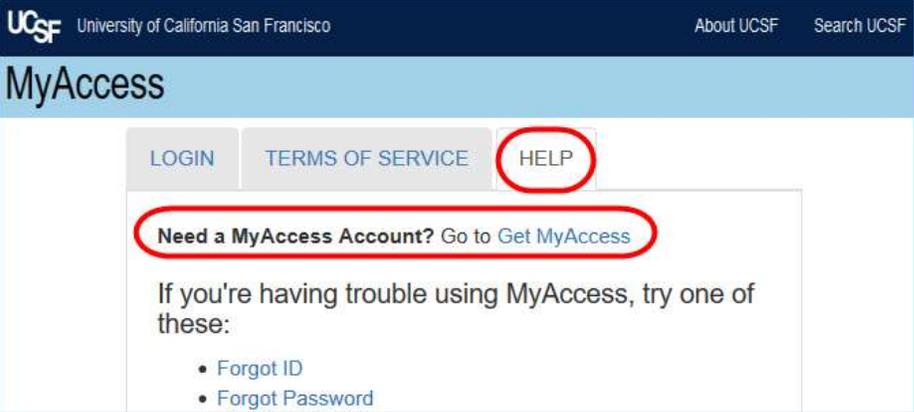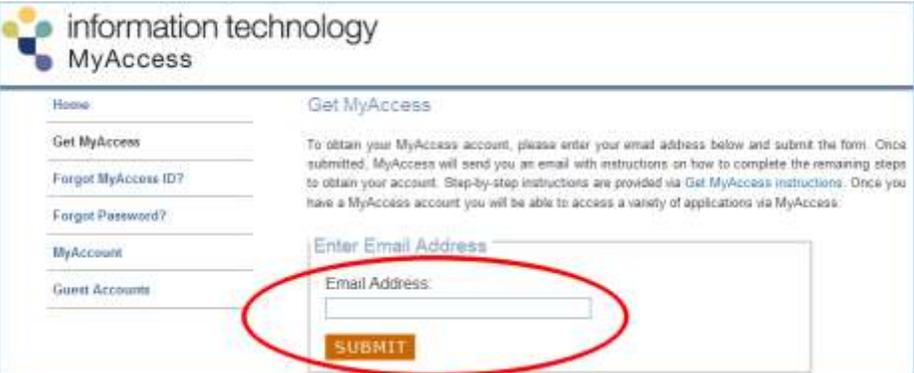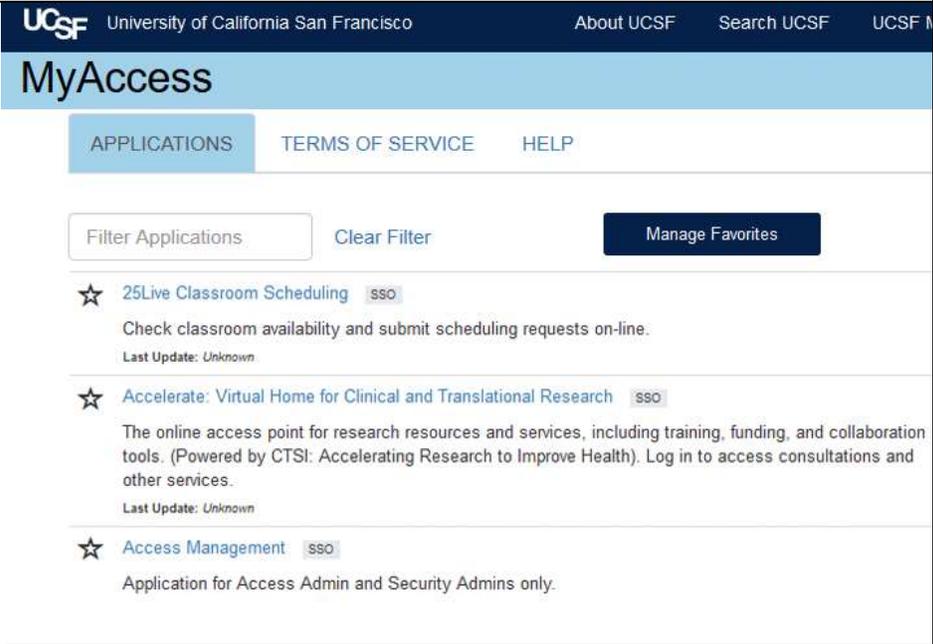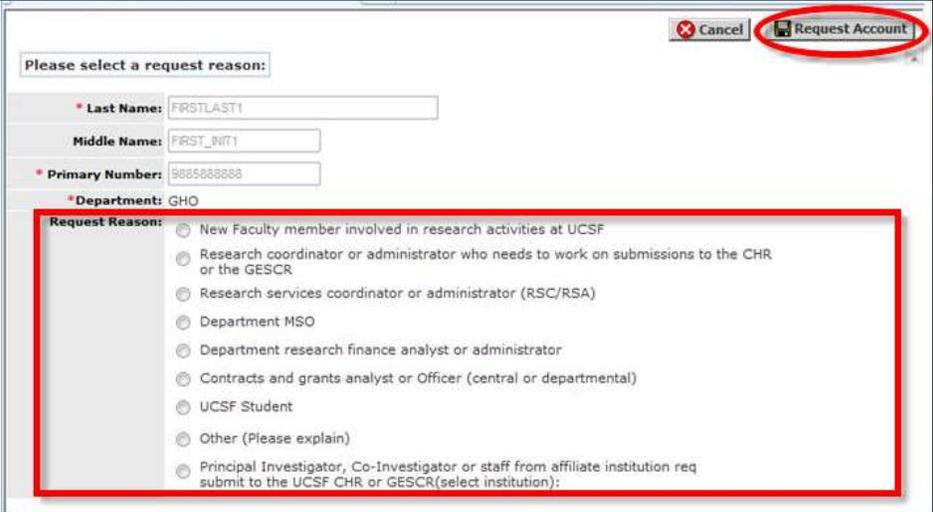# Logging into iRIS for the First Time

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	
If you already have a MyAccess account: 1. Go to the MyAccess page at myaccess.ucsf.edu 2. Enter your MyAccess username and password, then click **Login**.	
If you've never logged into MyAccess before: 1. Go to the MyAccess page at myaccess.ucsf.edu 2. Click the "Help" tab, then click the "Get MyAccess" link. This will take you to the UCSF IT site for MyAccess. 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.	
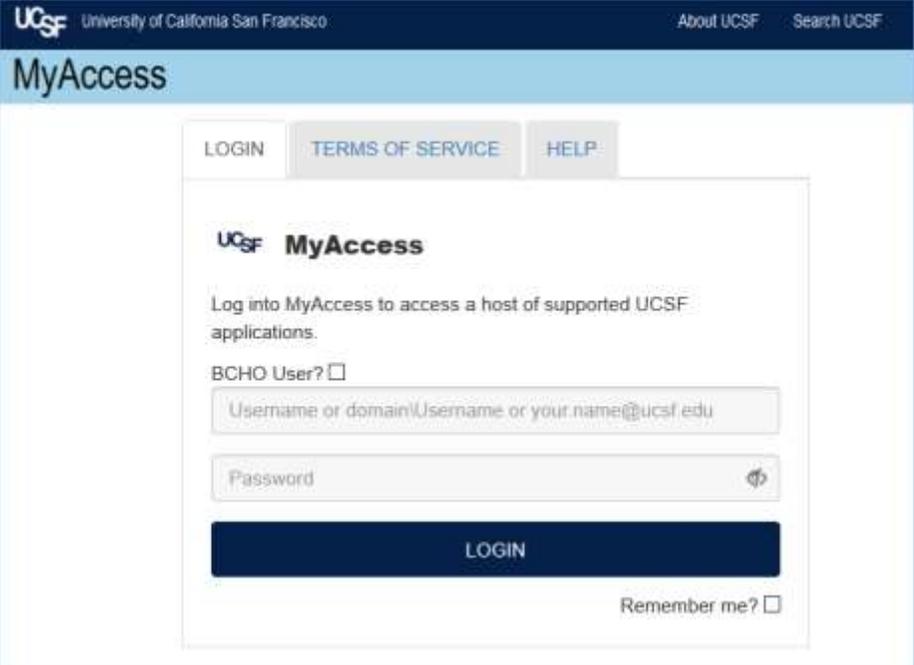
	Step 2: Click on the "IRB – iRIS" link in MyAccess
Once you're logged into MyAccess, scroll down the list of **Applications** (listed alphabetically).	
Click on the **IRB – iRIS (formerly 'CHR-iRIS (iMedRIS)')** link.	

	Step 3: Request an iMedRIS Account
Select the reason you need an iRIS account, choosing the option that *best fits* your scenario. **DO NOT SELECT "OTHER"** 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." After making your selection, click "Request Account." You will be brought directly to the iRIS home screen.	