

## New User Registration

1. Go to the IRB Reliance Registry homepage: <https://irbreliance.ucop.edu/site/index>.
2. Click on “**Sign up**” in the Login box.

UNIVERSITY OF CALIFORNIA IRB Reliance Registry

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478 Studies Approved 517 Reliances Accepted 1,985 Researchers Joined

Login

Username: \*

Password: \*

Login

Sign up Forgot password

Register

If you are a UC Principal Investigator or Study Coordinator, please register as a UC IRB Reliance Registry user...

User sign up

Collaborate

Multi-Site Human Subject Study Dashboard

Search Studies

Search for UC multi-site collaborative studies and IRB approved clinical trials at UC.

Search entire Registry

Click here.

3. Fill out the required fields and click on the “**Register**” button when complete.

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Account Registration

Fields with \* are required.

First Name \*

Last Name \*

Email \*

Register Cancel

Return to the login page

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Click “Register” once you’ve completed the required fields.

4. After clicking on the “Register” button, the following message will appear on the screen. **PLEASE NOTE:** Your registration is **NOT** complete until you have opened the link sent to your email address and completed additional information pertaining to your account.

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### Account Registration

Thank you for registering. To complete your registration, please follow the instructions in the message that was emailed to you.

If you have questions or problems with your account, please [contact us](#), and provide a brief explanation describing the nature of the problem.

[Return to the login page](#)

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5. Please go to your **email inbox** to find the IRB Reliance Registry Account Registration email sent from the [ORGS-IRBRELIANCE-SA@ucop.edu](mailto:ORGS-IRBRELIANCE-SA@ucop.edu) account. Click on the link within the email.

**IRB Reliance Registry Account Registration**  
ORGS-IRBRELIANCE-SA@ucop.edu  
Sent: Wed 10/7/2015 4:47 PM  
To: ORGS-IRBRELIANCE-SA  
Retention Policy: UCOP E-Mail Management Policy - Inbox (1 year) Expires: 10/6/2016

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Hi

Thank you for registering an account at **IRB Reliance Registry**. To complete your registration, please verify your email by clicking the following link:

<https://irbreliance.ucop.edu/register/complete/KYUp7fs1>

If you have trouble completing your registration using the link above, please copy and paste the URL into your Web browser.

Thank you.

6. You should be directed to the following page. Please fill out all of the information and click “Save” when complete.

### Account Registration

You're almost there! Please set your password to complete your registration.

Fields with \* are required.

**Password \***

**Confirm Password \***

**Primary Location \***  
*can be set after location(s) are selected*

**Locations**

- UC Berkeley
- UC Davis
- UC Irvine
- UCLA
- UC Merced
- UC Riverside
- UC San Diego
- UC San Francisco
- UC Santa Barbara
- UC Santa Cruz
- Lawrence Berkeley National Lab
- UC Office of the President

Fill out all fields here.

Click "Save" once complete.

Dual enrollees working at multiple campuses may select more than one location but **must** mark their primary location.

**Primary Location \***  
*can be set after location(s) are selected*

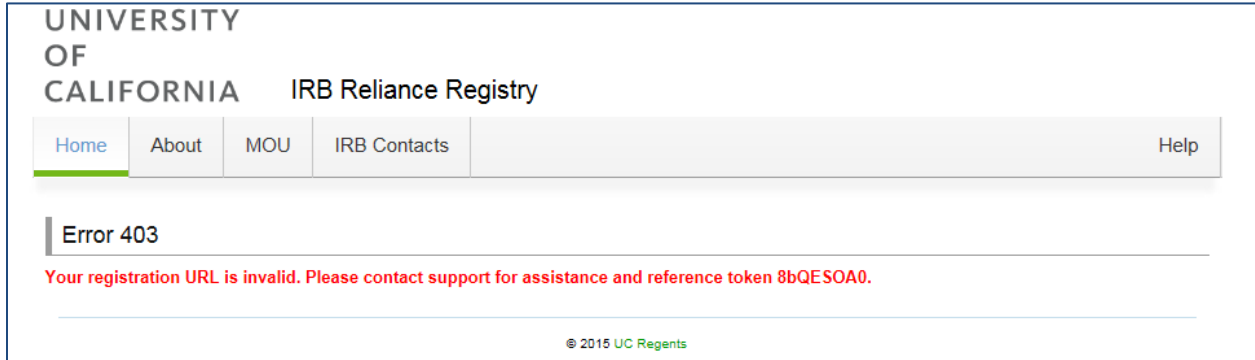
**Locations**

- UC Berkeley
- UC Davis make this the user's primary location
- UC Irvine
- UCLA
- UC Merced
- UC Riverside
- UC San Diego
- UC San Francisco make this the user's primary location
- UC Santa Barbara
- UC Santa Cruz
- Lawrence Berkeley National Lab
- UC Office of the President

Click to select primary location.

## Potential Error Messages

*Alternative 1:* If you clicked on the link and received the following error message, it means your registration link has expired. Please return to Step 1 in this section and try your registration again. If you cannot complete your registry after completing Steps 1.-6., please email [ORGS-IRBRELIANCE-SA@ucop.edu](mailto:ORGS-IRBRELIANCE-SA@ucop.edu).



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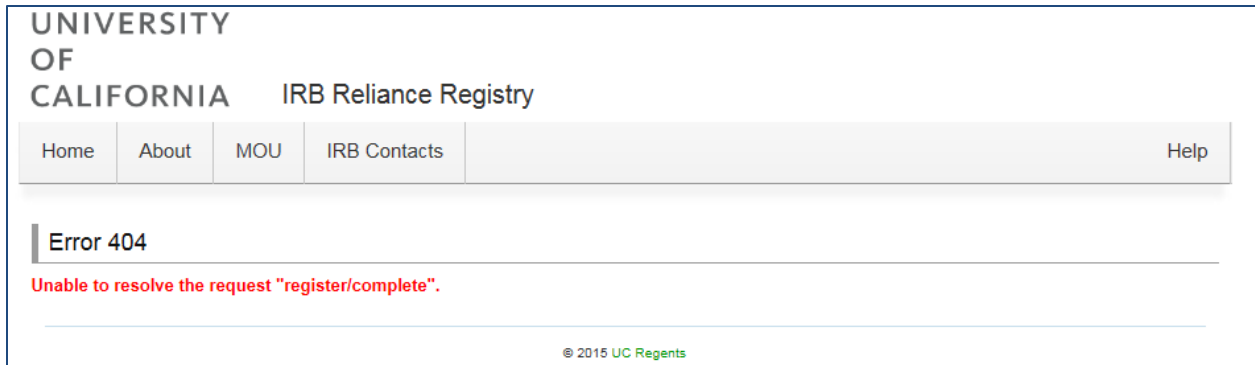
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**Error 403**

Your registration URL is invalid. Please contact support for assistance and reference token 8bQESOA0.

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*Alternative 2:* If you clicked on the link and received the following error message, it means your email account has already been registered in the Reliance Registry system. Please go to the homepage (<https://irbreliance.ucop.edu/site/index>) and click on “Forgot Password”. Enter your registered email address and follow the link sent to your email inbox to reset your password.



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**Error 404**

Unable to resolve the request "register/complete".

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