

Submitting to the Main Line Hospitals Institutional Review Board (MLH IRB)

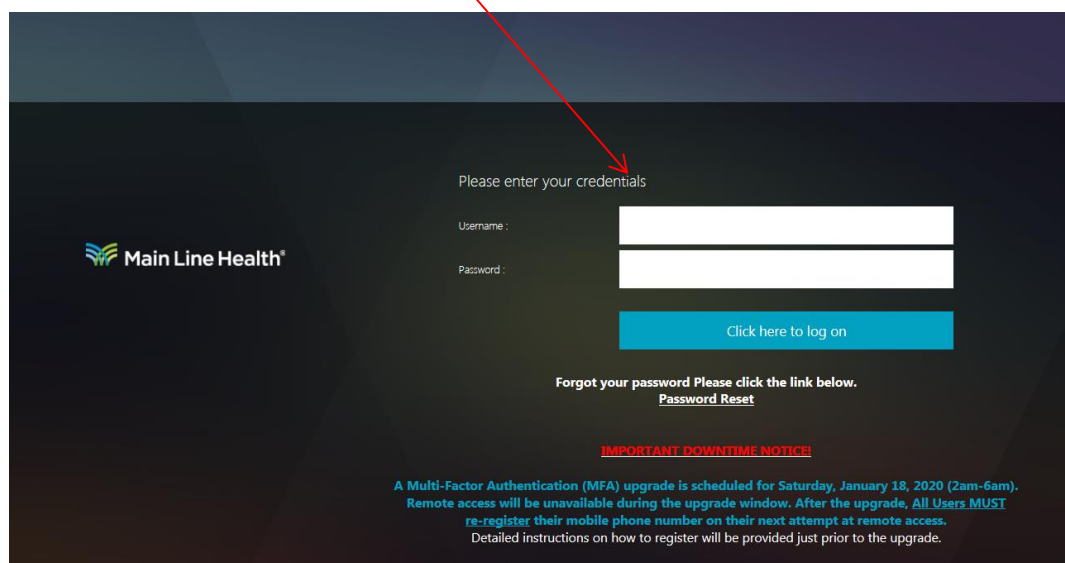


Getting Started—Account Set-up and Log-in

- ✓ Visit the MLH IRB online submission Log In page by clicking on the link below, or accessible from the Office of Research Protections homepage (mainlinehealth.org/ora)

<https://imedris.mlhs.org>

- ✓ **Main Line Health employees** log in using MLH network username and password.

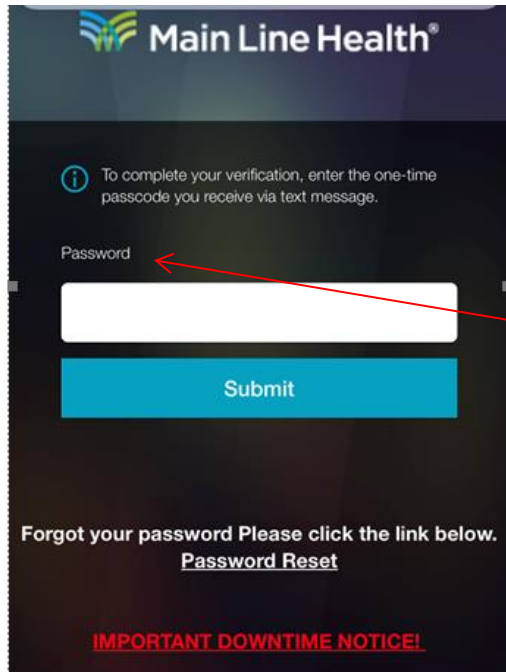
A screenshot of the iMedRIS login page. The page has a dark background with a light blue header. On the left is the Main Line Health logo. In the center, there is a login form with the text "Please enter your credentials". Below this are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a blue button that says "Click here to log on". Below the login form, there is a link that says "Forgot your password Please click the link below. Password Reset". At the bottom, there is a red heading "IMPORTANT DOWNTIME NOTICE!" followed by a paragraph of text: "A Multi-Factor Authentication (MFA) upgrade is scheduled for Saturday, January 18, 2020 (2am-6am). Remote access will be unavailable during the upgrade window. After the upgrade, All Users MUST re-register their mobile phone number on their next attempt at remote access. Detailed instructions on how to register will be provided just prior to the upgrade." A red arrow points from the text "Main Line Health employees" in the list above to the login form.

- ✓ **All external access to iMedRIS** will require MultiFactor authentication. This will send a passcode to your cell phone. If you have not used multifactor authentication before, you will need to register your phone.
 - Please go to link below for instruction in setting up your Multi-Factor Authentication registration.
 - <https://www.mainlinehealth.org/employees/multi-factor-authentication-registration>

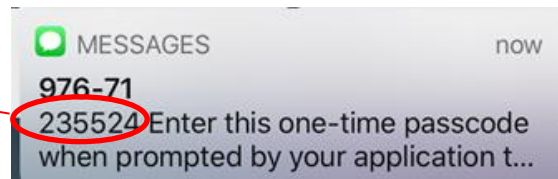
Questions? Contact the Main Line Health Office of Research Protections at 610.225.6222.

MAIN LINE HEALTH OFFICE OF RESEARCH PROTECTIONS

- This is the screen that will accept the passcode you receive on your cell phone. (note *passcode* is required though wording states *password*)
- Your cellphone will receive a text message with the passcode to in enter the 6 digit number.



The image shows a mobile app login screen for Main Line Health. At the top is the Main Line Health logo. Below it, an information icon and text state: "To complete your verification, enter the one-time passcode you receive via text message." There is a label "Password" above a white text input field. Below the input field is a blue "Submit" button. At the bottom, there is a link for "Forgot your password Please click the link below. Password Reset" and a red "IMPORTANT DOWNTIME NOTICE!" banner.



- ✓ **Users who are not employed by Main Line Health**, contact the system administrator to be granted access:
 - Alia Dudley—dudleya@mlhs.org
 - Derek Bowden—bowdend@mlhs.org
 - A MLH IRB administrator will create your iMedRIS account and will send you an email with log in instructions and temporary password. You will be prompted to change your password at first log in.
- ✓ **Test Environment**—use the test environment to practice the submission process and train new staff. Use your MLHS log-in credentials to access the test environment.
<https://imedris-test.mlhs.org>

Questions? Contact the Main Line Health Office of Research Protections at 610.225.6222.