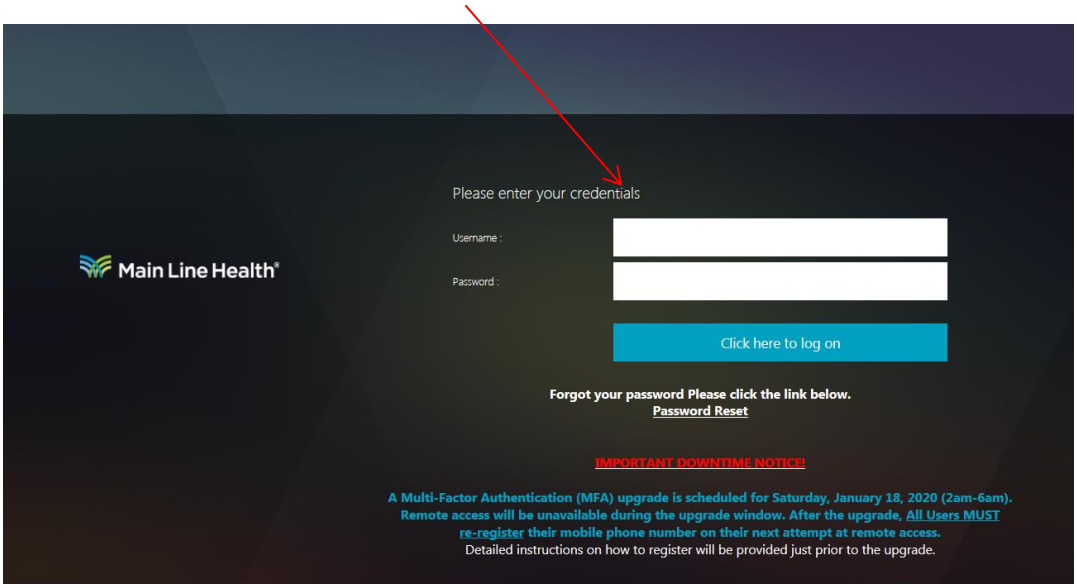
Submitting to the Main Line Hospitals Institutional Review Board (MLH IRB)

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.

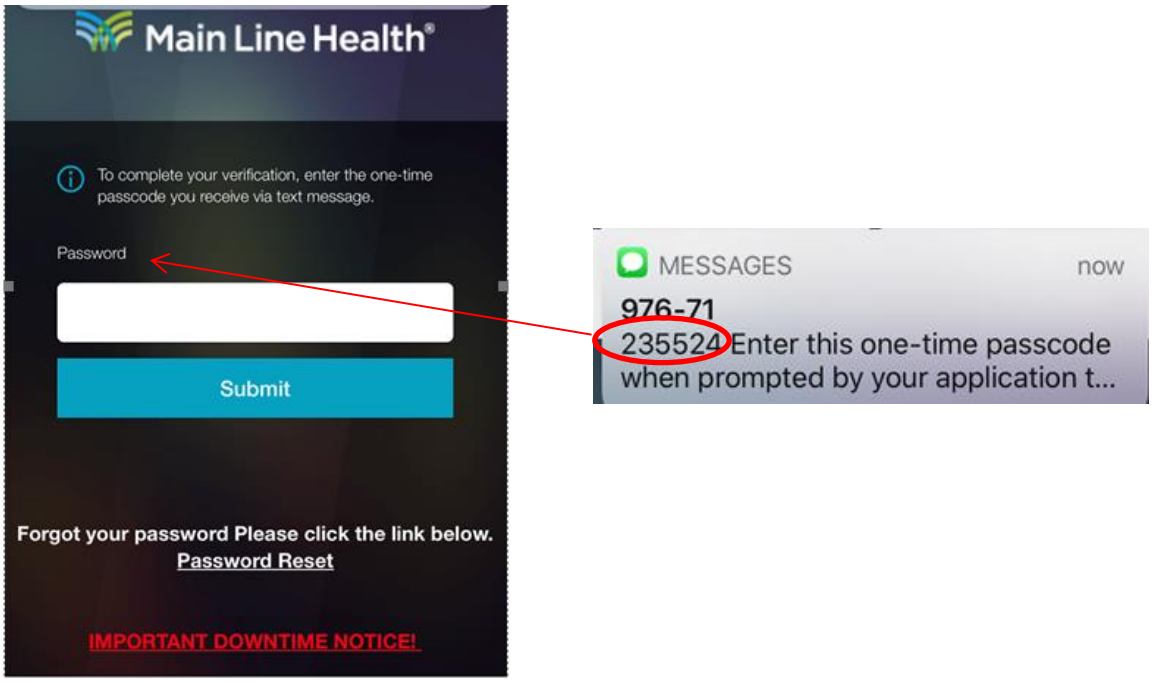


✓ **All external access to iMedRis** will require MultiFactor authentication. This will send a passcode to your cell phone. If you have not used multifactor authentication before, you will need to register your phone.

- 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.

- 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.



✓ **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.