Before you use eIRB for the first time, you will need to **create a new DEACNET password** using the following instructions.  Please note that your DEACNET password is used for all Wake Forest password protected services (Windows, email, WIN), not just eIRB. You will be prompted to change your DEACNET password every six months; these same instructions will apply each time. For additional password reset information, please see <http://help.wfu.edu/public/password-access-management/password#TOC-To-change-your-password> .

In order to meet the complexity requirements for system security, your new password:

1. Must be at least six characters long
2. Must include all three of the following items
	1. English uppercase character(s) (A through Z)
	2. English lowercase character(s) (a through z)
	3. Numeral(s) (0 – 9)
3. Cannot be a repeat of any of your previous eight synched passwords
4. Cannot contain your username and/or any part of your name
5. Avoid use of punctuation marks or symbols

Re-start your computer and wait approximately 30 minutes after the password is changed before trying to log in.

Make sure cookies are enabled.

To **log in to eIRB**:

* Go to [http://eirb.wakehealth.edu](http://eirb.wakehealth.edu/)
* Choose the appropriate campus/IRB, Reynolda or Wake Forest Baptist Health
* Enter your WFU User name and new password in the blue log in box

If you have any questions about **eIRB password change** or **eIRB log in**, please contact the IS HELP desk, help@wfu.edu or 336.758.4357.

If you have questions about a **Reynolda eIRB application** or **human subjects research**, please contact the IRB at irb@wfu.edu or 336.758.5888.

If you have questions about a **Wake Forest Baptist Health eIRB** application or human subjects research at the medical school, please contact the WFSOM IRB at 336.716.4542.

Thank you,

WFU and WFBH Information Services