

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 ten characters long.
2. must include one character from three of the four following groups.
  - a) English uppercase character(s) (A through Z)
  - b) English lowercase character(s) (a through z)
  - c) Numeral(s) (0 – 9)
  - d) Special Characters (@!#\$%^&\*()+|~-=\`{}[]:~<>?,./)
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.

An **Unacceptable Password:**

- contains less than 10 characters and/or does not contain 3 of the 4 groups.
- contains your username.
- is a word found in a dictionary (English or foreign).
- is a common usage word such as names of family, pets, friends, co-workers, fantasy characters, etc.
- includes birthdays and other personal information such as addresses, phone numbers, social security numbers, etc.
- contains the words "Wake", "WakeHealth", "WFBMC" or any derivation.
- contains word or number patterns such as aaabbb, qwerty, zyxwvuts, 123321, abcd1234, etc.
- is one of the passwords provided in this article.

**After changing your eIRB password:**

- Re-start your computer.
- Wait approximately 30 minutes before trying to log in.
- Internet Explorer, Mozilla and Chrome all work with eIRB.
- Your browser must have cookies enabled.
- A VPN connection is no longer required for access to eIRB.

**To log in to eIRB** go to <https://eirb.wakehealth.edu>.

- Select "Wake Forest University Reynolda Campus" or "Wake Forest Baptist Health".
- Select Login (upper right hand corner) to gain access to your eIRB site.
- If you have any questions about changing an eIRB password, VPN connection or eIRB log in, please contact the Information Systems Service Desk at [help@wfu.edu](mailto: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](mailto: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.