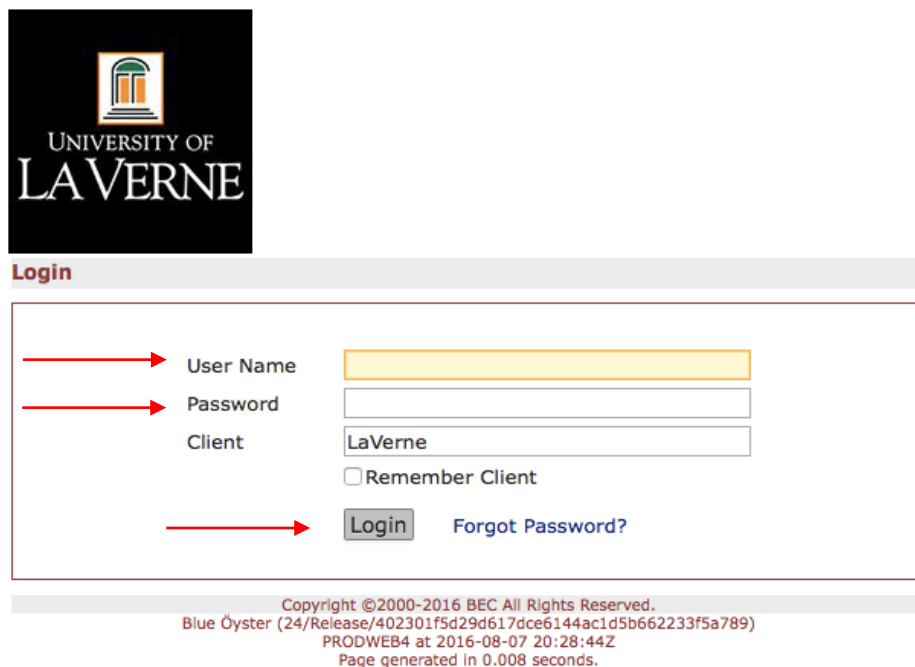


## Logging in as an External Researcher or Mentor and Resetting Your Password When Forgotten

### Logging in:

1. One member of your research team, your sponsor, or a designated person from the program in which you mentor must have a *User Name* and *Password* to add individuals to IRBManager. If not all members of the research team have login information, one team member can fill out a contact form for each member who does not have the ability to login, which will allow the team members to obtain login capabilities (see instructions for **Add New Contact**). Once this has been done, go to step 2.
2. Go to: [laverne.my.irbmanager.com](http://laverne.my.irbmanager.com)
3. Enter your User Name and Password and click **Login**.



**UNIVERSITY OF LAVERNE**

**Login**

→ User Name

→ Password

Client

Remember Client

→  [Forgot Password?](#)

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Blue Oyster (24/Release/402301f5d29d617dce6144ac1d5b662233f5a789)  
PRODWEB4 at 2016-08-07 20:28:44Z  
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4. You will be prompted to change your password to something that is only known to you. Type in your new password twice using the rules at the top of the page and click **Reset Password**.



### Reset Password



A valid password must be at least 6 characters long, be different from the user name, and contain characters from at least 3 of these groups: uppercase letters, lowercase letters, numbers, and special characters (e.g. !, @, #, ~).

Your password is expired. You must select a new password before logging in.

New Password

Confirm

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PRODWEB4 at 2016-08-07 20:40:41Z

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Powered By IRBManager

5. You will be prompted to login with your new password.



### Login



Please log in using your new password.

User Name

Password

Client

Remember Client

[Forgot Password?](#)

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PRODWEB4 at 2016-08-07 20:41:58Z

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### Forgotten Password

1. Go to: [laverne.my.irbmanager.com](http://laverne.my.irbmanager.com)
2. Click on **Forgot Password?** and follow the prompts.



**Login**

User Name	<input type="text"/>
Password	<input type="password"/>
Client	<input type="text" value="LaVerne"/>
	<input type="checkbox"/> Remember Client
	<input type="button" value="Login"/> <a href="#">Forgot Password?</a>