

Setting Up your eIRB Account and Establishing Two-Factor Authentication (2FA)

Target Audience: eIRB users external to Penn who do not have an established Penn Key, including: relying site researchers, IRB members, other external personnel or organizations who submit to the Penn IRB

If this is your first time working in Penn eIRB, you will be invited by email to create an eIRB account. Below is a walkthrough of the process, from your invitation email through Two-Factor Authentication (2FA) setup.

Part 1: Setting Up Your New Account

1. **Look for your invitation email.** You will receive an email from Penn Research (no-reply@apps.research.upenn.edu) inviting you to establish an account to access eIRB. This email includes a "Setup New Account" link.
2. **Click "Setup New Account" and create your login.** Enter your first and last name and choose a password (you'll enter it twice to confirm), then click "Request Activation."
3. **Wait for the confirmation email.** Penn will send a confirmation email to your address. This may take a few minutes.
4. **Click "Activate Account".** This second email confirms your account was submitted. Click the "Activate Account" link to continue back in eIRB.

Part 2: Setting Up Two-Factor Authentication (2FA)

Before Your Begin: You must download a free authenticator app on your smartphone or tablet. Without this app, you cannot finish creating your account. Recommended apps include **Google Authenticator**, or **Duo Mobile**. You only need to download one of these options, not both.

1. **Install the authenticator app.** Before you activate your eIRB account, download and open Google Authenticator or Duo Mobile on your phone. You do not need to enter anything into the app yet, just have it open and ready.
2. **Log in to eIRB with your email and password.** After having clicked "Activate Account" in the previous section, you may now enter your email address and newly created password.
3. **Scan the QR code with your authenticator app.** After clicking "Log In", the eIRB screen will show a black-and-white square barcode (a "QR code"). In your authenticator app, tap the + button, then choose "Scan a QR code," and point your phone's camera at the code on your screen.
4. **Enter the 6-digit code.** After scanning, your authenticator app will display a new 6-digit number every 30 seconds. Note that you will not receive a code via a text, email, or pop up. Type this number into the "Code" box on the eIRB screen, then click "Submit code & Complete Setup."

A screenshot of the eIRB "Setting Up Two-Factor Auth" screen. The screen has a white background with the Penn University of Pennsylvania logo at the top. Below the logo, the title "Setting Up Two-Factor Auth" is followed by explanatory text: "Two-factor authentication helps you protect your account from unauthorized access. 2FA setup takes only a few minutes, and will require a mobile device with a two-factor authentication app. We recommend Google Authenticator, available on iOS and Android." The screen is divided into three steps. Step 1: "Install and start Google Authenticator (or the authenticator app of your choice)." Step 2: "Add two-factor code to your device by scanning the following QR code. In Google Authenticator, press the + icon in the lower right-hand corner of the screen and select 'Scan a QR code'." A QR code is displayed in the center, highlighted with a yellow border. Step 3: "Enter the 6 digit two-factor code from your app. Your list of codes are organized by site and email address." Below this, there is a "Code" input field and a "Submit code & Complete Setup" button. At the bottom, there is a "Logout and cancel setup?" link.

5. **You're in!** You will now see your eIRB homepage. From now on, each time you log in you will open your authenticator app and enter the current 6-digit code. Please keep the app on your phone permanently.

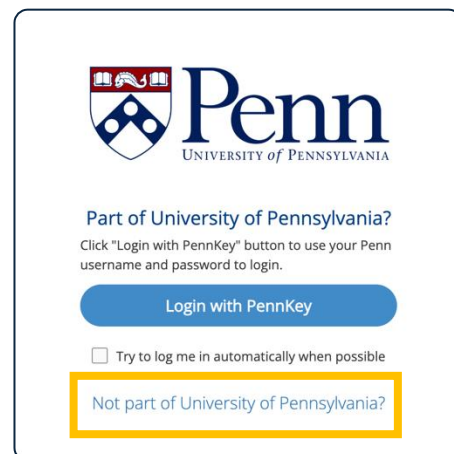
Logging Back in and Using 2FA After Setting Up Your eIRB Account

Part 3: Logging In After Your Account is Set Up

Once your account and 2FA are set up, logging back in to eIRB in the future is quick. Follow the steps below each time you log in.

1. **Go to the eIRB login page.** Navigate to the [eIRB site](#) as you normally would.
2. **Click "Not part of University of Pennsylvania?"** Since you log in with an email address and password rather than a PennKey, click this link on the login screen instead of "Login with PennKey."
3. **Enter your email and password.** Type in the email address and password you created when you set up your account, then click "Login."
4. **Open your authenticator app for your code.** You will be taken to a screen that says "Your account is protected with two-factor authentication." Open the same authenticator app (Google Authenticator or Duo Mobile) you used during setup and find the current 6-digit code listed for your Penn eIRB account.

Note: You will not receive this code by text, email, or pop-up notification — you must open the authenticator app to see it. The code changes every 30 seconds, so use whichever number is showing when you log in.



5. **Enter the code and submit.** Type the 6-digit code into the "Code" box and click "Submit Code."
6. **You're logged in!** You will be taken to your eIRB homepage. Repeat these steps each time you log in. Your authenticator app should stay installed on your phone permanently.

