

# How to request a new iRIS account

To add a new investigator you will go to the iRIS login page at <https://christus.imedris.net/> to request a new account. Please remember we do require signed and dated CVs, a copy of the Medical License, and a completed CITI training certificate from a CHRISTUS approved institution.

## Log In



**User ID:**

**Password:**

**Log In**



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Once you click on request a new account you (or the investigator) will be required to fill in the last name, first name, primary contact phone number, complete mailing address, and email address. You will select the department (only one option) and then click on submit request.

The screenshot shows a web browser window with the URL [https://christus.imedris.net/System\\_Account\\_Request.jsp?partition\\_id=1&id=1530901598612](https://christus.imedris.net/System_Account_Request.jsp?partition_id=1&id=1530901598612). The form contains the following fields:

- Job Title: dropdown menu
- Last Name: text input (arrow)
- Middle Name: text input
- Degree: text input
- Primary Number: text input (arrow)
- Pager Number: text input
- Mailing Address: text area (arrow)
- Department: dropdown menu (arrow)
- First Name: text input (arrow)
- Suffix: text input
- Email Address: text input (arrow, labeled "Email Address Required")
- Cell Number: text input
- Fax Number: text input
- Request Purpose: text area

At the bottom, there is a table for selecting a department:

Request Department	Institution Abbrev - Department
<input type="checkbox"/>	CH - CHRISTUS Institute for Innovation and Advanced Clinical Care

Once the request is received by the IRB an email will be sent to the new user containing the username and password.