ACCESS TO ONLINE IRB MATERIALS

IRB Toolkit Library:

Access the resources in the IRB Toolkit at **http://irb.psu.edu**. Log in with your **PSU ID** and the common password ('1234'). Click on the '**IRB'** tab at the top and then select '**IRB Library'**. Select the tab for the applicable category of documents you want to view, including *Worksheets* and *Checklists* for review.

Access to IRB materials for board meetings:

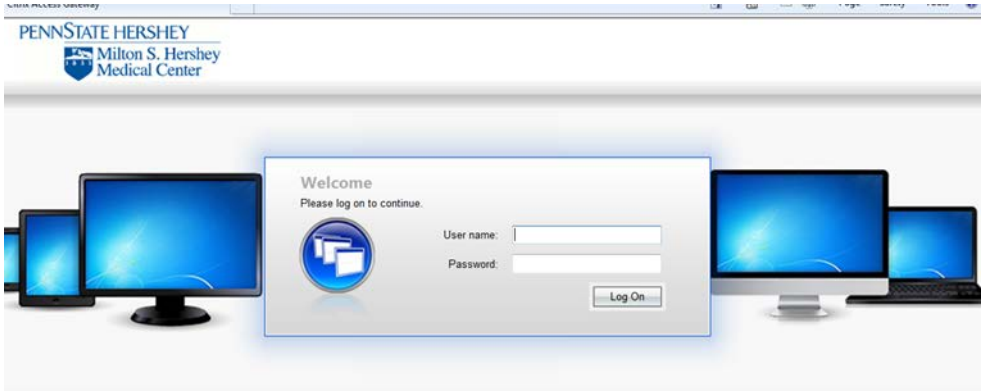
Steps	**PSHMSMC COMPUTER (on campus)**	**PERSONAL COMPUTER/DEVICE (on campus or at home)**
Choose correct wireless network	**PSMSHMC** network	- Internal **AT&Twifi** when on campus - Your web browser from home
Link	Select the desktop *hersheymed* icon or direct link *\\hersheymed.net\files\HSPO*	Link to the remote portal https://access.pennstatehershey.net *See remote portal access notes below
Log in with	**Hershey ePass** & password	**Hershey ePass** & password
		Click on the 'Desktop' icon
		Select 'hersheymed.net files'
Access HSPO files	Scroll down and open the 'HSPO' folder	
	Open 'IRB Monthly Review Docs' folder	
	Select the applicable meeting date subfolder	
	Check the IRB Agenda for specific review assignments, and Addendum II detail	
	Study materials are in subfolders labeled by the IRB#	
Folder to save your notes	An 'IRB Monthly Review Notes' folder is also available for board members to temporarily save any notes, if desired, for a specific board meeting	

Using the Remote Portal:

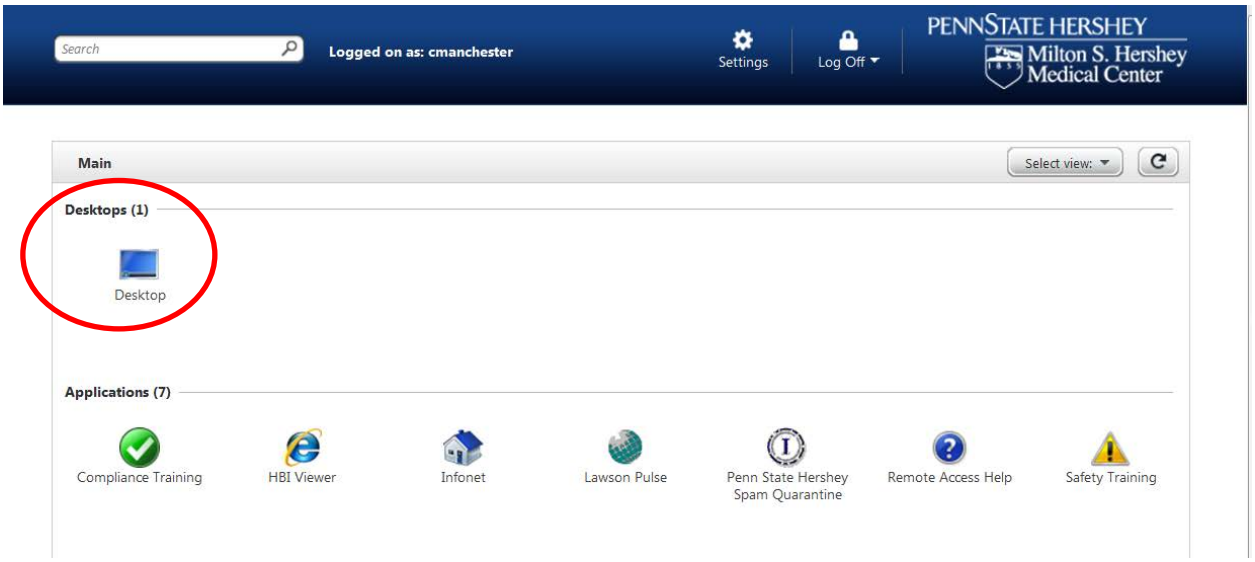
*Guides are available at http://infonet/it/services/remoteaccess/default.htm to help you use the remote access and install applicable software. You will need to allow the *Citrix* client program to install on your PC or Mac computer, or the *Citrix Receiver* to install on your mobile device.

- Remote Access -General Usage Guide
- Remote Access - Citrix Client Install Guide - *for Windows and Mac computers*
- Remote Access -Mobile Device Guide: iPhone/iPad or Android Devices - *for mobile devices*

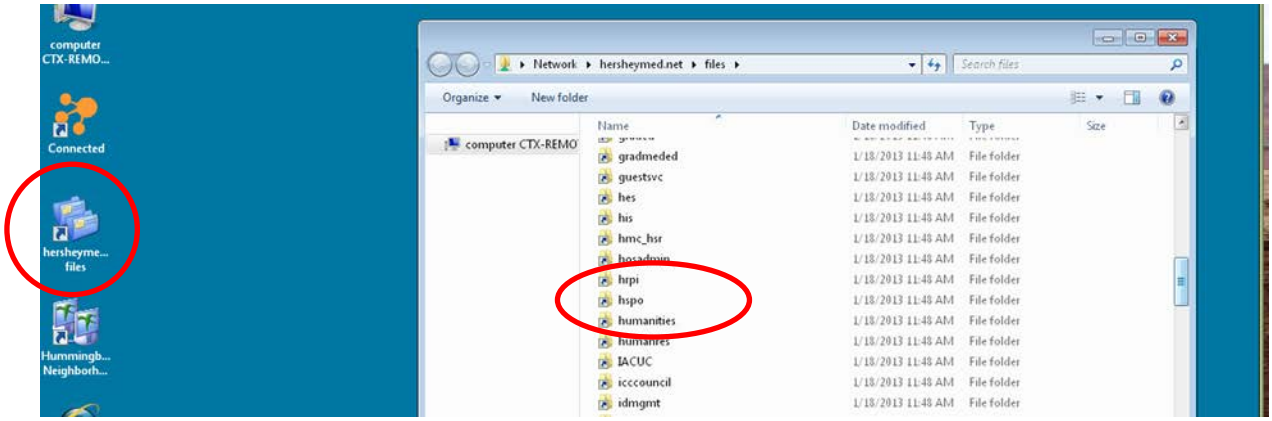
1. **Log in:** Log in at https://access.pennstatehershey.net using your Hershey ePass ID and password.



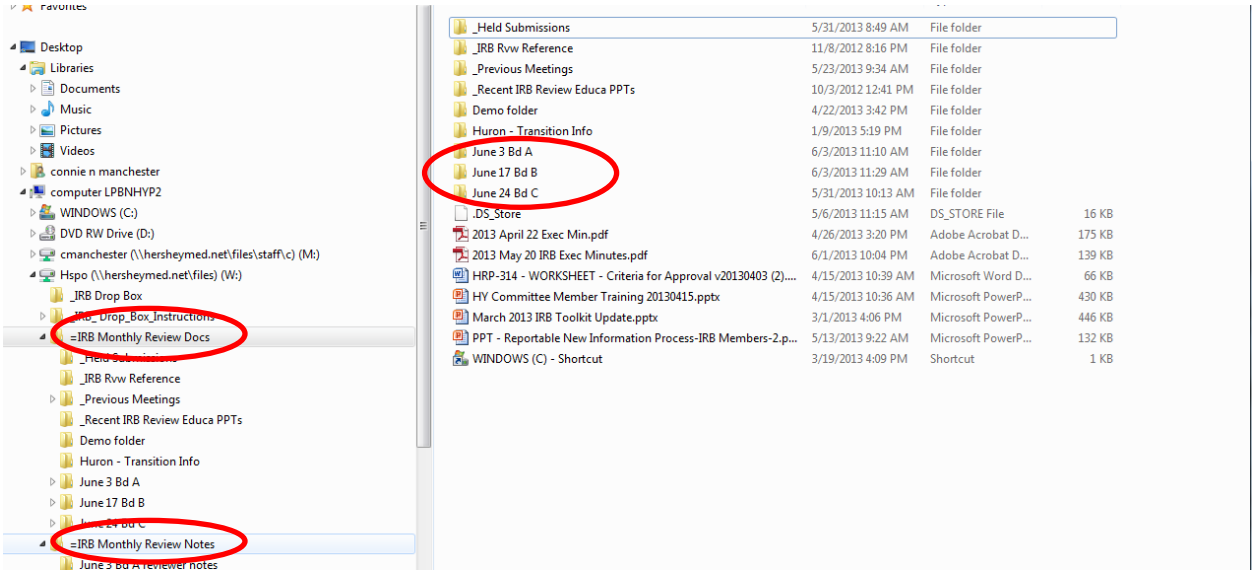
2. **Load the Desktop**: Select the icon to open the **Desktop** view.



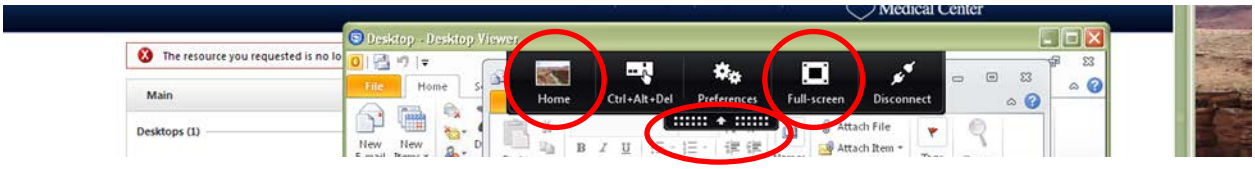
3. Open **hershey med.net:** Select the **hersheymed.net** files, scroll down the list and select the ***hspo***.



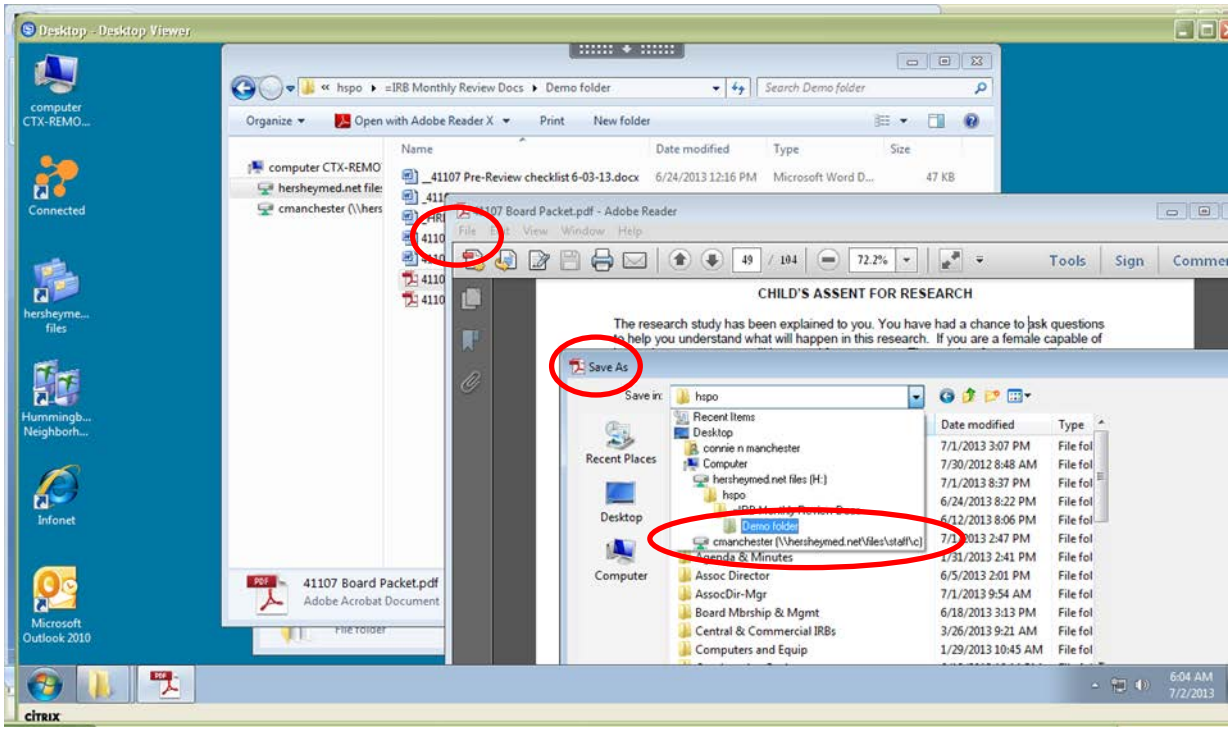
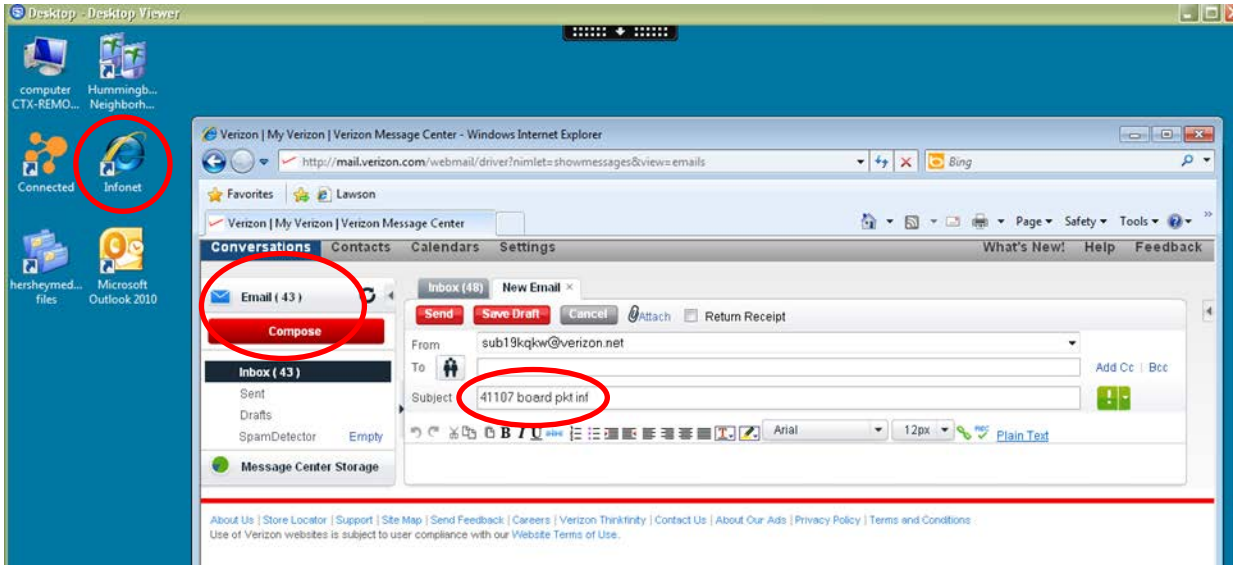
4. **Open IRB Monthly Review Docs**: Select **IRB Monthly Review Docs** folder and the board meeting subfolder**.** An IRB Monthly Review **Notes** folder is available to save your meeting notes, if desired.



5. **Navigation:** Point to the navigation tab to pull down (or minimize) a row of icons that let you go to your computer's Home page, adjust settings, expand the portal desktop to Full screen or Disconnect.



6. **Save/e-mail/print:** You can save a document to your 'Staff' folder on the M drive, then e-mail it to yourself to print outside the portal.
   a. Open the document, select **File**, **Save As**, and choose your staff folder as the save location.



   b. While in the remote portal, access your e-mail (via the Infonet or MS Outlook, if applicable), and send yourself the document attached from your Staff folder. Then open the e-mail outside of the remote portal so that you can save it to your computer or print.