Use this Quick Reference Guide (QRG) to Search, Open Assignments, and Navigate through the IBC module

To Login and access the eRIA Home Screen…

1. At the top of your browser window, type the URL: https://eria.princeton.edu and SELECT **Enter** on your keyboard.
NOTE: **If you are off campus, VPN is required.**

2. At the prompt, **LOG IN** with your Princeton NetID and password and **ACCEPT DUO** verification. This will take you to the eRIA home page. **MAXIMIZE** the screen.

3. Below the Home tab, SELECT "**IBC Registration**" to create a new Registration or copy an existing Registration. Follow the instructions on this page to create additional submissions.

**4.** SELECT "**Home**" to view widgets such as Messages, Assignments, and Workflow Maps.
   A. SELECT 'Portal Configurations' on the bottom of the home page to select or change location of widgets.

To Access and Review Assignments…

1. SELECT "**Assignments**" on the top navigation OR locate the "**Assignments**" widget on the **Home** tab.
   A. You will see all the action items assigned to you for review.
   B. SELECT each column header to sort descending/ascending the action items that require review.

2. SELECT the linked **record number** to open and complete the assignment. Follow the instructions on the Assignment tab within the eForm to complete your review.
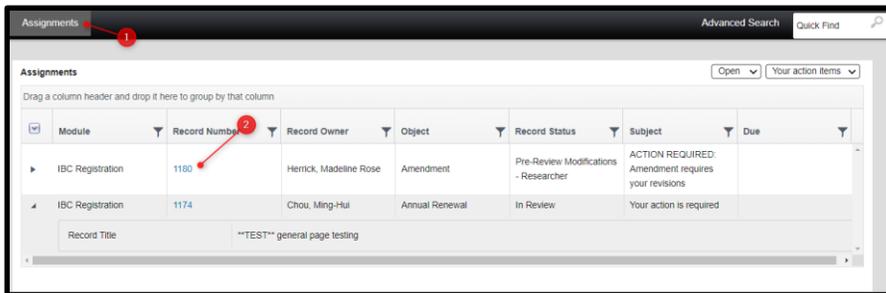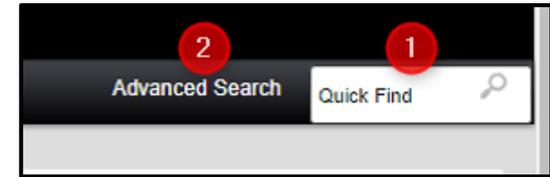

To Locate Existing Registrations…

1. Using "**Quick Find**"
   A. Enter the PI Name, Registration Title, or record number and SELECT enter

2. Using "**Advanced Search**"
   A. SELECT **Advanced Search** in upper right-hand corner
   B. SELECT the **IBC Registration** to search for IBC Records
   C. SELECT field(s) to search by
   D. SELECT **Search** when criteria is set to conduct your search

3. Using "**My Items.**" _NOTE:_ This will display ONLY records on which you are named as the PI.

4. Using "**Records on Which I am Named.**" _NOTE:_ This will display ALL records that you are named on.
   A. SELECT "Home" to display widgets and locate the widget labeled "**Records on Which I am Named.**"

You can access the records by clicking the Registration number. You can sort or filter your list using any of the headers on the widget.

To Check Registration/Submission Status…

1. Using the **browse** options
   A. Use "**My Items,**" "**Advanced Search,**" or "**Quick Find**"
   B. The **record status** column on the far right of the browse results displays the **status of the Registration**.
   C. The **Submission Status** can be checked by clicking on the record number. Hovering over Edit/View will display each relevant submission status next to the submission type.
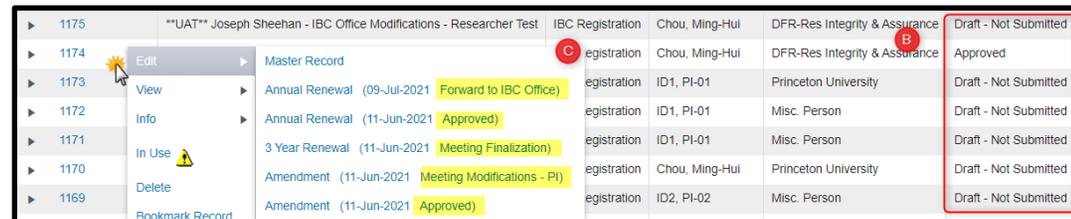
Navigate to eRIA Help & Training for further assistance.

For help, contact eRIA Support at: IBC@princeton.edu or (609) 258- 3105.