1. At the top of your browser window, TYPE THE URL: https://eria-irb.Princeton.edu and CLICK ENTER on your keyboard.

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

3. On the Home tab and (below Things to do), CLICK on a protocol number that displays the status: Return to Researcher
   This will open Task/Assignment window.
   NOTE: You can also CLICK on the link in the email sent to you which will automatically take you to the Task Assignment window.

4. Review all forms listed below the Document/Form header. To edit any form, CLICK on the protocol number.

5. The form window opens. CLICK the Maximize button located at the top right corner to expand the window.

6. Before you can access the form, you will need to UNLOCK it by CLICKING the box next to the word LOCKED located at the upper right corner of the form. Make sure that the box is UNCHECKED before proceeding.

7. Then EDIT the document as per IRB suggestions. To move the Scroll Bar, CLICK and HOLD the bar handle on the right edge of the form and drag the handle up or down. NOTE: Researchers who need PI approval should continue following these instructions. You will be instructed on how to forward the submission to your PI.

8. When you are finished, CLICK the box next to the Locked checkbox (reverse of step 6) to relock the form. Locking the form will save and close the form you return you to the Task Assignment window.
   NOTE: If any required fields are incomplete, an error message will appear. Finish all incomplete items listed and CLICK locked again.

9. If you are working on a Modification, a Continuing Review, a Reportable New Information or a Closure:
   I. Uncheck the Locked checkbox and wait for the system to respond.
   II. Edit the form as appropriate.
   III. Check the Locked checkbox and wait for the system to respond.

10. Finally, you MUST CLICK I AM DONE in the upper right corner of the window.

11. Upon return to the Home screen, the protocol you just reviewed in no longer listed under Things to do. You have completed the task.

For help, contact eRIA Support at: eria-irb@princeton.edu or 609-258-0865

7. If you need to change the assigned PI for the study:
   I. NAVIGATE to section C. Research Personnel
   II. CLICK the yellow plus sign to ad a new researcher
   III. On the Personnel window:
      a. Then CLICK the first letter of the new PIs last name
      b. Then TYPE the last name of the PI in the Search for particular entry box
      c. The system will display a list of matches and select the correct name.
      d. The personnel window automatically will close.
   IV. NOTE: CHECK the Principal Investigator checkbox next to the new PI name in section C. Research Personnel
   V. Edit other sections of the form as needed.

8. When you are finished, CLICK the box next to the Locked checkbox (reverse of step 6) to relock the form. Locking the form will save and close the form you return you to the Task Assignment window.
   NOTE: If any required fields are incomplete, an error message will appear. Finish all incomplete items listed and CLICK locked again.

9. If you are working on a Modification, a Continuing Review, a Reportable New Information or a Closure:
   I. Uncheck the Locked checkbox and wait for the system to respond.
   II. Edit the form as appropriate.
   III. Check the Locked checkbox and wait for the system to respond.

10. Finally, you MUST CLICK I AM DONE in the upper right corner of the window.

11. Upon return to the Home screen, the protocol you just reviewed in no longer listed under Things to do. You have completed the task.

For more detailed steps & information, see the “eRIA Guide for Principal Investigators and Researcher” and the “eRIA Navigation Guide” at ria.princeton.edu/eria/help-guides