iRIS Account Request

All Personnel listed on a TTUHSC laboratory protocol need an **iRIS Account**. Go to https://ttuhsc-local.imedris.net/ and **Request New Account**.

*Enter this information.
Add your Department
and Cell Number.*

* User ID:	
* Password:	
*Password verify:	
Job Title:	Student
* Last Name:	
Middle Name:	
Degree:	
* Primary Number:	
Pager Number:	
Location:	**Select your campus**

* First Name:	
Suffix:	
* Email Address:	Email Address Required
Cell Number:	
Fax Number:	
* Request Purpose	Explain why you are requesting a login ID for this system, including your relationship to the institution and any other information that would help to identify you in the system. **IBC, your PI, & your R#**

*Department:

Request Department	Institution Abbrv. - Department
	TTUHSC Lubbock - OUTSIDE - Outside Collaborators for TTUHSC system
☑	TTUHSC Lubbock - STUDENT - All Schools/Departments
☐	TTUHSC Lubbock - DPH Department of Public Health
☐	TTUHSC Lubbock - GIA Garrison Institute on Aging

After RIO staff create new personnel's iRIS account, new personnel are required to complete:

- **LSE (Laboratory Safety Essentials) online training course – assigned by Safety Services.**
  - See IBC Training Instructions additional Information.

After personnel's requirements are confirmed as completed by IBC staff, then the PI can submit an Amendment and/or renewal form in iRIS to add new personnel to their IBC protocol.

After the PI receives notice of IBC approval **in writing**, new personnel can work in the lab.