HOW TO CHANGE/RESET YOUR PASSWORD

HOW TO CHANGE YOUR PASSWORD
Use this when you already know your password and want to change it. (If you forgot your password, skip to the Reset Password section.)

1) Go to IRBManager: https://etsu.my.irbmanager.com/

2) Type in User Name, Password, and Client ID:

3) Choose Settings:
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4) Choose **Change My Password:**

![Screenshot of Change My Password link]

5) Complete the required fields* and choose **Update:**

![Screenshot of Update button]

*When entering a new password, keep the following in mind:

- Passwords must be 8 or more characters
- Passwords must contain a combination of at least 2 of the following types of characters:
  Lower case letters, Upper case letters, Numbers
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HOW TO RESET YOUR PASSWORD

Use this if you forget your User Name and/or Password.

1) Go to IRBManager:  https://etsu.my.irbmanager.com/

2) Select **Forgot Password?**
3) Complete the Password Recovery Screen. (The email address must be the email associated with IRBManager.) Press **Retrieve**

4) You will receive an email with your login ID and a temporary password.

5) Return to the IRBManager Login Screen and enter the information in the appropriate fields.

6) The Password Expired screen will display:
7) Enter the password from the email in the **Current Password** field

8) Create a new password and enter it in the **New Password** & **Confirm New Password** fields.
   - Passwords must be 8 or more characters
   - Passwords must contain a combination of at least 2 of the following types of characters: Lower case letters, Upper case letters, Numbers

9) Click **Update**
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