As another semester begins, we would like to take the opportunity to announce some changes to the Collaborative Institutional Training Initiative (CITI) and the IRBManager sign-on process as well as other new features and functionality now available through IRBManager. Several changes were made based on our users’ feedback and we encourage our users to continue providing feedback.

As part of developing a more simplified universal login mechanism, your CITI and IRBManager accounts will now be managed by Swarthmore, not the external service providers. This transition will occur during the afternoon hours on Monday, September 8th and will allow users with a Swarthmore ID to use the same login system that we use for our internal services at Swarthmore such as Swatfiles. By extending this single sign-on authentication you will be provided the added security of the Swarthmore College password policies—including change and reset facilities and single access to all Swarthmore enabled services. The only visible change is that you will now be redirected to the Swarthmore Login System with the familiar Swarthmore College services login screen when you access external services such as CITI (select to log in via SSO) and IRB Manager. Users without a Swarthmore ID (e.g., non-affiliated Swarthmore users) will continue to request and use an issued login for IRBManager (see instructions on the IRB website: http://www.swarthmore.edu/institutional-review-board/irb-application-information) and/or create their own login in directly through CITI (see instructions on the IRB website: http://www.swarthmore.edu/institutional-review-board/training-requirements).

In the event an affiliated Swarthmore user has been locked out of their account or has concerns about the log in process, they should contact the ITS help desk directly (help@swarthmore.edu, on campus extension 4357, off campus 610-328-8513). Unaffiliated Swarthmore users may continue to contact the IRB directly (irb@swarthmore.edu) with concerns about the log in process. Any users with questions or concerns about IRBManager or CITI’s function beyond the log in process may contact the IRB office, irb@swarthmore.edu.

In addition to this convenient sign-on process, IRBManager has released a number of new functions this summer. While a complete list can be found under the announcement section of the IRB website homepage (http://www.swarthmore.edu/institutional-review-board), here are a few highlights from the release notes our researchers have inquired about:

- **Page jumping.** Users have the option to jump between pages of their xform while working to complete their submission.
- **Page numbering.** Users will be able to view the number of pages an xform contains, as well as the page they are currently working on. Note: certain pages are conditioned to show only when certain responses are given (e.g., if a user identifies prisoners will not be part of the subject population, the prisoner questions/pages will not show).
- **Searching within the quick find box (Ctrl-Q),** found in the upper right corner, now has expanded capability to search for a specific study through a number of fields (e.g., study, PI, study site).
- **Navigation screens and other screen sections can be collapsed or expanded to allow for additional room or a full screen view (e.g., see the left navigation bar, protocol section).**
- **Submission attachments.** Attachments are no longer restricted by size and can be added by way of a “drag attachment-drop attachment” method with either single or multiple files.
• Certain screens will open in new tabs to assist users when trying to navigate the system (e.g., contact additions).

We wish you all the best and hope you enjoy the convenience of these new features and functions. If you have additional questions, please contact the IRB Office at irb@swarthmore.edu.

Sincerely,

The Institutional Review Board