

Click IRB Quick Guide

Logging In






When will this guide help me?

You are getting started with Click IRB and logging in for the first time.

Accessing Click IRB

- Click IRB is secure, which means only authorized individuals have access to it. When you log into Click, you will get a personalized view of the information and possible actions pertinent to you.
- All Children's users are required to access the Click website from within the Seattle Children's network, either at a Seattle Children's location with an established local Children's network or offsite by establishing a secure network connection via a Gemalto key.
- Wi-Fi connectivity is not recommended for work involving file transfers, as files are often quite large.

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Step 1	 Click on the Citrix icon to open up the list of viewable applications.
Step 2	 Select the Click application icon from the list. This will open Click IRB in an Internet Explorer 9.0 session.
Step 3	<p>If you do not see the form shown below, click the Login link located at the top right corner of your screen. Use your Seattle Children's user name and password to access the system.</p> <div data-bbox="516 1205 1203 1667" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p>The screenshot shows the Click Portal for Compliance login interface. At the top, it features the Click logo and the text 'Click Portal for Compliance'. Below this, it instructs the user to 'Login with your Seattle Children's user name and password.' There are two input fields: 'User Name:' and 'Password:'. Below the password field is a 'Login' button and a 'Remember me' checkbox. At the bottom of the form, there is a disclaimer: 'After signing into this site, you are bound by the terms and conditions set forth when you received your account.' and a link for 'Trouble Logging in? Need Help?'</p></div>

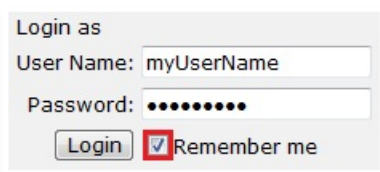
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Enabling Autologin

Step 1

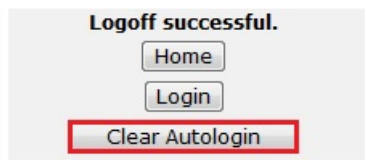
After you initially log in to the system, you can set your preferences to log you in automatically when you access Click IRB. To **turn on Autologin**, check the **Remember me** box the next time you log in to Click IRB.



★ **Important!** Do not enable autologin if you are using a shared or public computer. Autologin could cause a security breach by allowing others to take actions as though they were you.

Step 2

To **turn off Autologin**, click the Logoff link in the upper right corner. When you receive the logoff confirmation, select **Clear Autologin**.



What if a study team member does not have Seattle Children's login or is not in Lawson? How can they obtain access to Click?

- Anyone with a Seattle Children's Lawson record should have access to Click and be able to log in.
- If you do not have a Lawson record and need to obtain one, you can obtain one via the Seattle Children's "NEAT" process. Details for NEAT onboarding can be found by visiting the NEAT Research page on CHILD accessible via the Seattle Children's intranet. If you do not currently have access to CHILD, speak with someone on your study team who does have access for assistance.

More questions? Contact the [Institutional Review Board](#) by email or at x77804.