eIRB Registration

Instructions
Instructions for Registering and Logging in to the eIRB

Go to http://orc.research.sc.edu
Click on the HSSC e-IRB box (see Quick Links)
Login Instructions

The HSSC login screen will display

Use drop down arrow to select institution and click continue
Login using your USC network user name and password.
To find your USC username login to VIP, click “Technology” and “Network Username” you should see your assigned username. In addition, you can update your password on the same screen. If you need assistance with this process, call the University Technology Services (UTS) Help Desk at (803) 777-1800.
You must be affiliated with USC to register in the eIRB system.
If you are not registered in the eIRB system, you will be prompted to complete a registration form. The registration form must be validated. The validation process is not automatic and may take 24 to 72 hours before you receive confirmation via email.

Complete the registration form as follows:

**TITLE** on the form refers to your affiliation title (e.g. associate professor, professor, graduate student, study coordinator, research assistant, student, etc.).

**BUSINESS ADDRESS** refers to the local USC address. If you are a student, use the college/school/department address that you are affiliated with at USC, or use your advisor/mentor’s department address.

**PHONE NUMBERS** should be a direct line or cell number, avoid using a department’s main number.
When registered in the eIRB system, you will see the HSSC main screen with your name in the upper right corner of the screen. Click My Home to open your personal workspace screen.