Getting access to PRIS³M

PRIS³M (Partnership in Research Integrity and Subject Safety Submission Module) provides a streamlined way for researchers to create and submit protocols for studies involving human subjects. It provides support for the R&D and COI review process, and will be used for initial submissions, modifications, reportable new information, and continuing reviews. All study documents will be housed and maintained in the system and accessible to anyone listed on the study team.

PRIS³M can be accessed at https://carilionclinic.imedris.net. PRIS³M uses an electronic database called the Carilion Active Directory (AD) to authenticate users. As a result, you will need a Carilion username to be able to log in.

IMPORTANT NOTE: **You must log into the system once in order for your account to be created in PRIS³M, which will then make you available to be added as a study team member. If you are trying to add study team members to a study, and you cannot find their name, ask them to log into the system using their Carilion username and password.**

Below are some questions using "Yes" or "No" answers which contain more specific instructions that will guide you through the process of getting access to PRIS³M:

1. **Do you have a Carilion username (e.g., jldoe@carilionclinic.org)?**
    a. **No.**
        • Please request that the Carilion PI (or someone within the PI's department with the ability to submit Access Requests in Edison) complete a "Request Services" request in Edison
        • The "Request Services" should be submitted as an "**Access Request**" within Edison. **The service request will need to be for iMEDRIS, as this is the vendor name of the PRIS3M system and how TSG has the PRIS3M system registered in their database.**
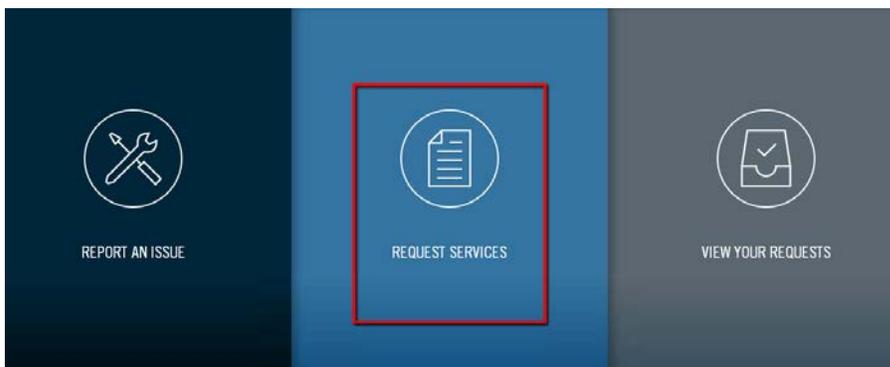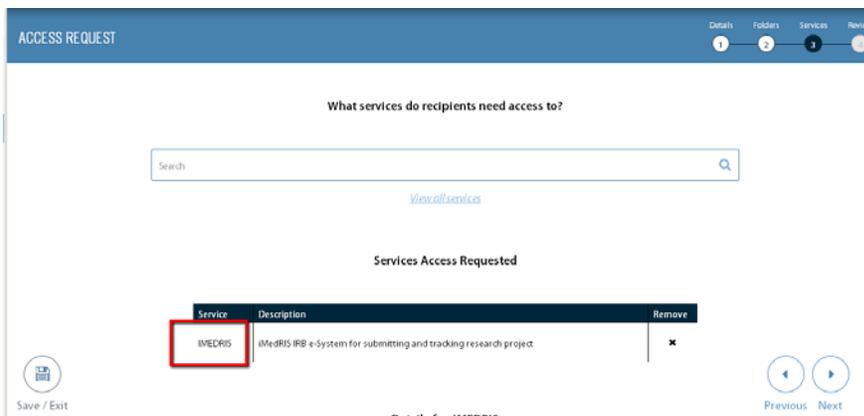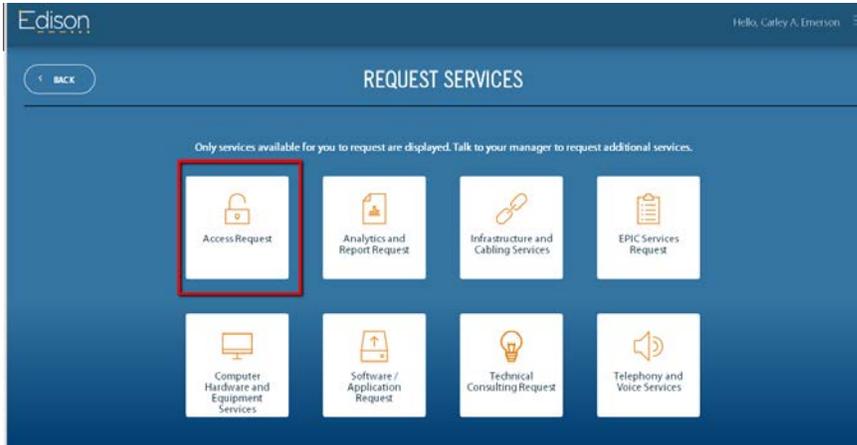
- In order to provide access, TSG will need a copy of your driver's license and you will need to sign a Confidentiality Agreement. The person who made the request will be notified once the request has been granted.
- **Once your request is granted, a Carilion Active Directory account is created, providing you with a Carilion username and password. You will need to log into the system one time with this information in order to have your account created in PRIS3M**, and to be added to a research team. You may not conduct any work on the study until you are added to the study team and approved by the IRB.

b. **Yes.** I already have a Carilion username (Continue to Step 2)

2. **Do you recall your Carilion username and password?**
   a. **No.** I don't recall what my Carilion account password is. (You must visit https://insidecarilion.org/public/login-help for instructions.)
   b. **Yes.** I know my Carilion username and password. (Continue to Step 3)

3. **Try logging into PRIS3M at https://carilionclinic.imedris.net using your Carilion username and your Carilion password**. Your Carilion username is USUALLY the text part of your Carilion email address before "@Carilionclinic.org"; for example, if your Carilion

email address is "jldoe@carilionclinic.org ", then your username is "jldoe").

Were you able to get past the PRIS3M login page?
    a. **No.** (Then your Carilion AD account lacks the needed access privileges. Please fill out and submit the following form to the IRB so they can provide assistance: https://is.gd/PRIS3M_IRB_Help_Form)
    b. **Yes.** I was able to login and get to my PRIS3M Home page. Your PRIS3M account is ready to use. You should see the main dashboard displayed below, although everyone's dashboard will appear slightly different based on their study submissions.
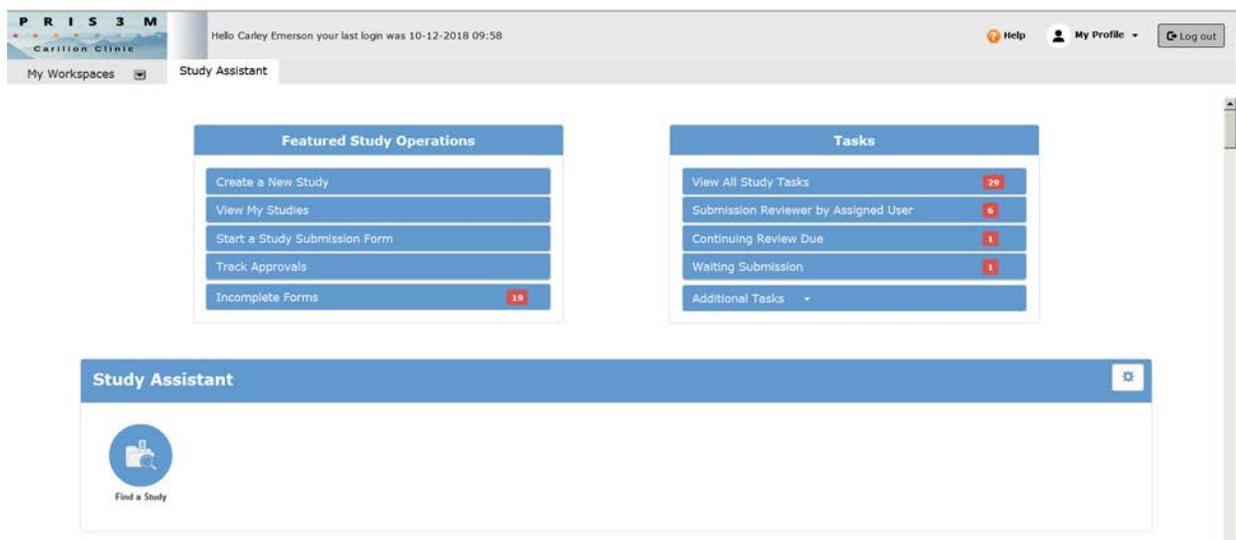
4. Help Documents and User Guides are located in the PRIS^{3}M system by clicking on the orange Help bubble on the top right of your main dashboard. You can also submit a Help Request at https://is.gd/PRIS3M_IRB_Help_Form if you have any other issues that are not addressed in the User Guides.