User Guide: *Getting Access to PRIS3M*

Purpose: To provide the user with an introduction to getting access to PRIS3M for internal and external users.

Last Update: February 2025

Carilion Clinic **PRIS3M**: **P**artnership in **R**esearch **I**ntegrity and **S**ubject **S**afety **S**ubmission **M**odule
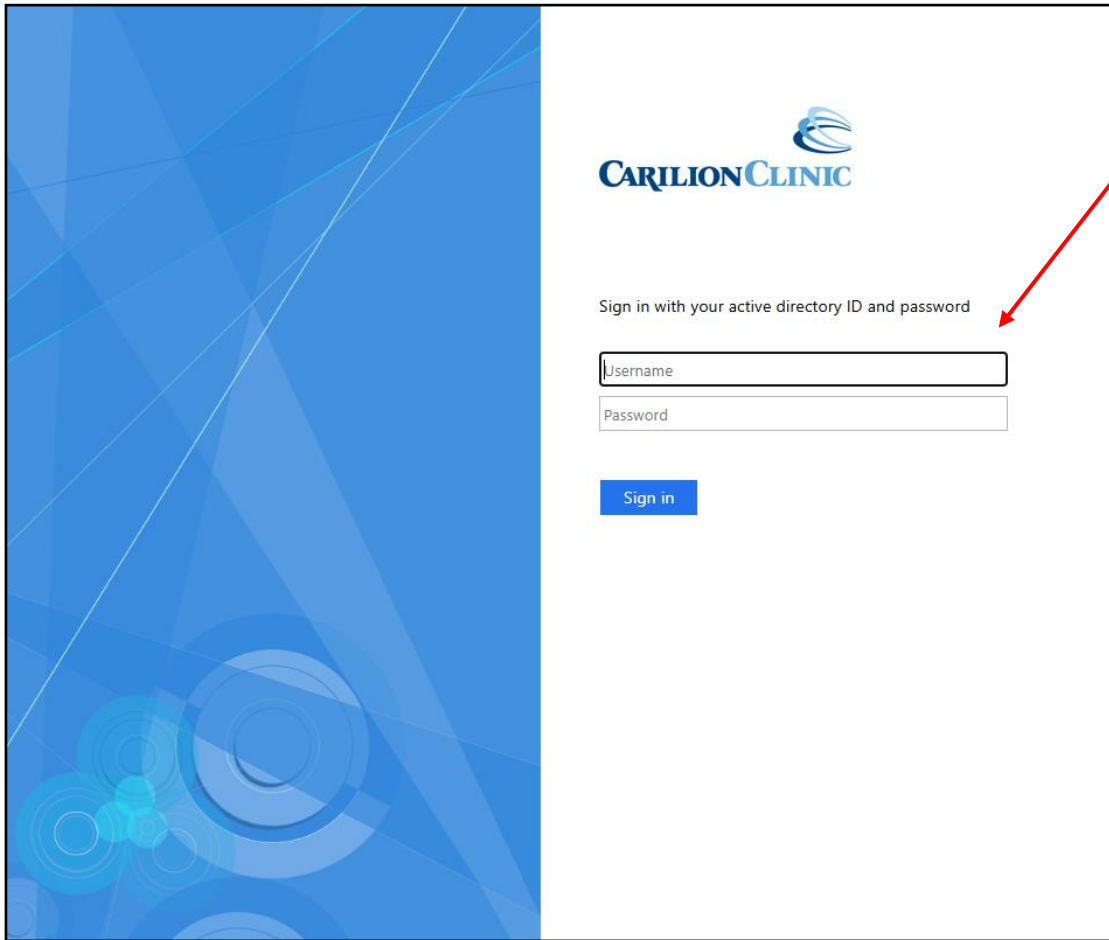
For the best experience, use one of the following **recommended browsers**:

Platform	Browser
Microsoft Windows (in recommended order)	Chrome, Firefox, or Edge
Apple Mac	Chrome, or Firefox

Allow pop-ups for this site: Certain actions within the PRIS3M application will <u>not</u> function if the pop-up blocker is enabled.

Internal (Carilion Employees) Users:
Navigate to https://carilionclinic.imedris.net/

Enter your **Carilion Clinic ID** and **password** to access the PRIS3M system.

You must log in at least once to create a PRIS3M account.

If you are still unable to log in:

- Contact the IRB office directly at irb@carilionclinic.org
- Submit Help ticket at https://is.gd/PRIS3M_IRB_Help_Form

Important: If you are trying to add team members to a study, and you cannot find their name, ask them to log into the system using their Carilion username and password to create their account.

External (Non-Carilion Employees) Users

Do you have a Carilion username (e.g., jldoe@carilionclinic.org)?

- **No** :
  - Please request that the Carilion PI (or someone within the PI's department with the ability to submit Access Requests in Service Now) complete a "Request Services" request at https://carilion.service-now.com/esc
  - The "Request Services" should be submitted as an "Access Request" for "Microsoft Active Directory"

- **Yes, I already have a Carilion username**:
  - Proceed to log into the PRIS3M Submission System using your Carilion username and password to create your account.

- **Forgot your Carilion AD Password?**
  - a. Visit https://passport.carilionclinic.org:8443/sspr/public/forgottenpassword to reset your password or call TSG At 540-224-1599.

Service Now Access Request

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 (pg.6).

Approved AD Account Request Email

Once your request is granted, the requester will receive an email. This information contains the Active Directory name and CIN (badge number) needed for the user to create the AD password in Passport.

An Access Request you submitted has been marked as complete.

Details:

|	
Interaction / Request Number	
Submitted By	
Submitted On	03/21/19 11:38:58
Access Provided For	*(Recipient / Active Directory / CIN)*
Closing / Additional Comments	Task T280663 - No Action Taken for _____ access to UNLISTED APPLICATION - Closing Comments: Carley Emerson is the Director of the Institutional Review Board and the administrator for iMedRIS. iMedRIS is Active Directory (AD) authenticated and is single sign on enabled, so no AD group is needed. Non Carilion users need just an active AD account

Please Note: Any access marked as "Access Requested Externally" will be handled by non-TSG personnel and you will be contacted directly when access has been granted.

Action Required: New or returning employee accounts will not be active until the Tuesday following System Orientation and, once active, the recipient will need to visit https://passport.carilionclinic.org and reset / establish their password.

Additional Resources:
On-Line Access Request Job Aides: TSG HUB Access Job Aids
Account Password Management: https://Passport.carilionclinic.org
Edison: https://Edison.carilionclinic.org

If you need further assistance and would like to speak to someone about this request, please contact the TSC by calling (540) 224-1599, (800) 354-1599. You may also view the history of this request by going to "View Your Request" in Edison.

The new user must go to the Passport website at https://passport.carilionclinic.org and click on the New Carilion Employee Enrollment Link. Follow the steps below:
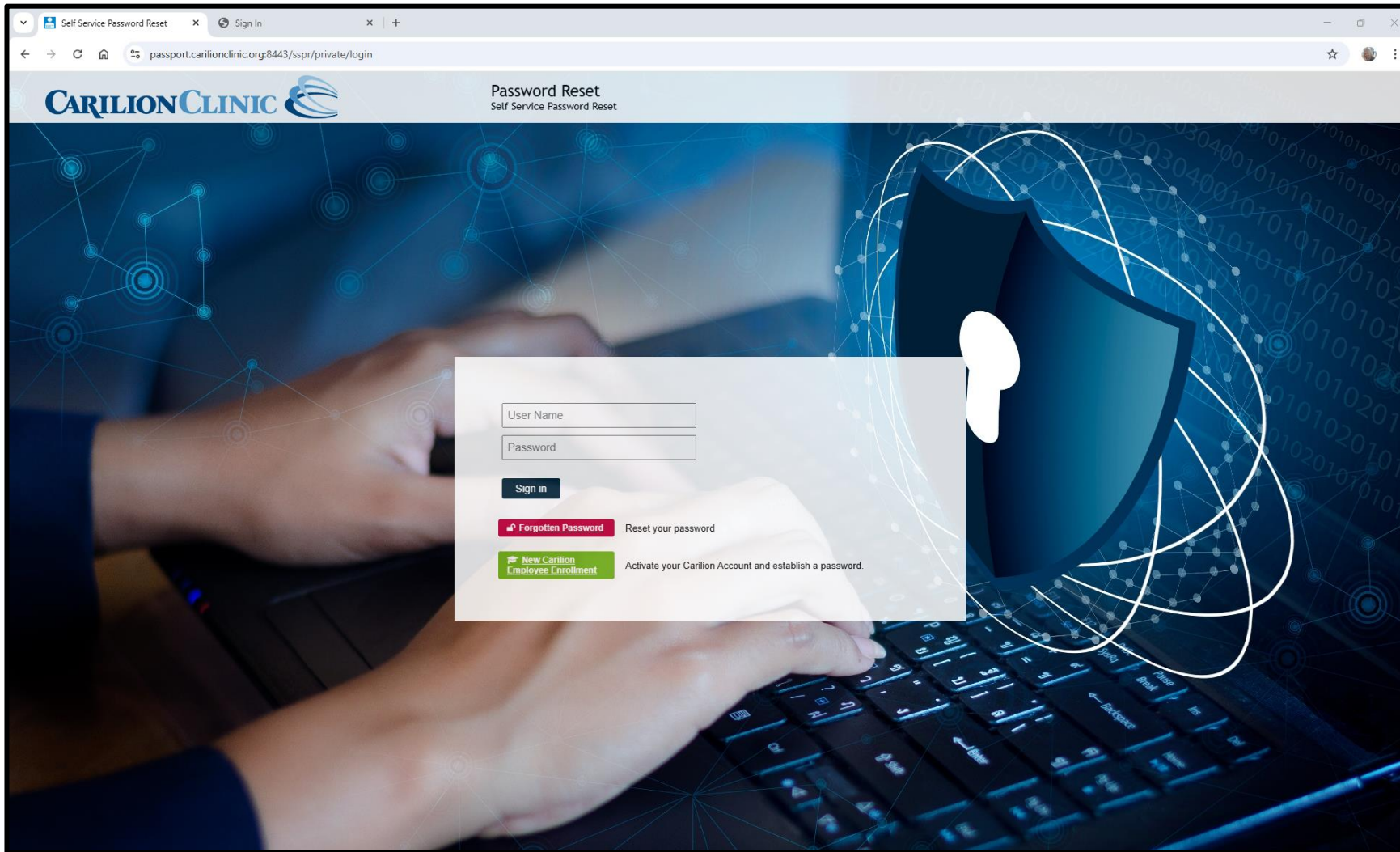
1. Create your password through Passport.
2. You will need to log into the PRIS3M Submission System one time.

If you have any issues with Passport, please contact TSG at 540-224-1599.

Need more help? Contact the HRPO team to assist.

Email IRB@carilionclinic.org