

LU Cayuse IRB Demo

How to Access the Training Environment:

1. Go to <https://liberty-t.cayuse424.com/>
 - *This is a training link. Do not submit IRB applications via this link!*
 - *A **live** Cayuse link will be available on the IRB website soon.*
2. Log in as yourself*:
 - **LU Username:** yourusername
 - **TRAIN password:** catcat

*If you are unable to log in as yourself, use one of the below profiles to follow along, then raise your hand. A staff member will gather your information so that you can be loaded into the Cayuse system (newly added profiles will be accessible the next day):

- **Username:** kreeves **Password:** catcat
- **Username:** mmouse **Password:** catcat
- **Username:** hpotter **Password:** catcat

3. Click on “Cayuse IRB (Human Studies Compliance).” You should now be at the dashboard:

The screenshot shows the Cayuse IRB dashboard interface. At the top left is the 'cayuse IRB' logo. Navigation tabs include 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. A user profile for 'Keanu Reeves' is shown in the top right. A '+ New Study' button is located in the upper right corner. Below this are four summary cards: 'In-Draft' with a count of 2, 'Awaiting Authorization' with 0, 'Pre-Review' with 0, and 'Under Review' with 0. The main content area is divided into three columns: 'My Studies' (listing IRB-FY19-20-26 and IRB-FY19-20-30), 'My Tasks' (listing IRB-FY19-20-30 and IRB-FY19-20-26), and 'Submissions by Type' (listing Renewal, Initial, Modification, Incident, Withdrawal, Closure, and Legacy). An orange question mark icon is visible in the bottom right corner of the dashboard area.

4. If you ever have questions while using Cayuse, click the orange question mark in the lower right corner. The help button has videos, a search feature, and may on occasion provide important announcements from Cayuse.

****In the interest of time, if you have any questions during this training, please ask a staff member around the room. Otherwise, we hope to save time at the end for questions.****