

Obtaining a NetID and Password

You must have a UTK NetID and password to log in to the iMedRIS system. If you do not have one or have forgotten yours, please go to <https://oit.utk.edu/accounts/net-id/> and click "Find Your NetID" on the left. To recover a forgotten password, click "NetID Password."

Make sure that all key study personnel (KSP) associated with the project have a UT username and password, as the IRB electronic system, iMedRIS, uses the UT NetID system to allow access. If you do not have a UT NetID, then you will not be able to log into iMedRIS. In addition, if any of the KSP associated with your project do not have a UT and iMedRIS account, you will not be able to add them to your project. If you have been issued a UTK email account, then you have a UT NetID; a call to the HELP desk (974-9900) may be necessary if you are unsure of your NetID status or have forgotten your password.

For non-UTK affiliated users who do not currently have a UT NetID, a UT faculty/staff member will have to sponsor the non-UTK individual into the UT system. This may be accomplished through the following steps:

1. Go to <https://oit.utk.edu/accounts/forms/Pages/default.aspx>
2. Under 'Need a NetID?' click on [Request a NetID \(Network Identifier\) for a Person](#)
3. Fill out the form, Print it and fax it to OIT at the number provided on the form.
4. Next, click on [Request to Sponsor a Person for OIT Services](#)
5. Again, fill out the form, print it and fax in to the number provided on the form to OIT
6. This process usually takes OIT 24 hours to set up and once done the non-UTK KSP will be able to log into iMedRIS.

Once all KSP associated with the project have a UT NetID and password, each user must:

- Log into iMedRIS for the first time at <https://ris01.uthsc.edu/>.
- Click the "Logout" button in the upper right hand corner of the screen.
- Contact Tricia Page, Program Manager, at ppage@uthsc.edu and indicate the department with which the user is affiliated so that their department access can be set up and the account can be fully activated.

Note: Once you receive your UT NetID and password and your iMedRIS account has been set up, all iMedRIS correspondence will be sent automatically to your new UT email account. You may contact the HELP Desk at (865) 974-9900 to have your new UT email forwarded to another email account such as AOL, Yahoo, Gmail, etc. (or you can click "Webmail" at the top of any UT webpage and click "Click here to Manage Your Account," following the steps for forwarding mail).