## Setting up a Student Novelution Profile

When a student is added to a protocol, the student receives the following email from the Novelution system.

## Click on the link to the protocol.

Invite to NDSU ERAC IRB system (Exernal) Inbox ×	9	Ľ
no-reply@erac.ndsu.edu Fri, Sep 22, 10:25 AM (3 days ago) 📩	h	:
You have been added to an IRB protocol in the Novelution IRB module.		
If you are an NDSU student/affiliate, please login to the system using your NDSU username/password, using the link below.		
Protocol link: https://erac.ndsu.edu/wicket/bookmarkable/com.novelution.nrms.webapp.irb.EditrbPage?id=43541		
If you are not an NDSU student or employee, please contact the IRB office at the email below, if you believe you will need access to the system as part of the protocol development. Please note that external users generally don't need acc the system, so you should connect with your collaborator to determine if you will need an account.	ess to	D
Thank you, NDSU IR® Office ndsu it/B@ndsu edu 70-231-9908		
Part of North Dakota State University?		
Click "Continue" button to use your NDSU username and password to login.		
Continue From the Log in page of	lic	
Try to log me in automatically when possible "Continue."	inc	
Not part of North Dakota State University?		
powered by Novelution Research Management System (v.23.16)		



Enter your NDSU username and password. Click Login.

You will be automatically directed to your User Profile page. Scroll down until you see the "Default Lead Project Department."

Positions/Units

Default Lead Project Department

Department/Unit\* Select one

First, you will select the College your department is under. Scroll until you see the Provost's office, then you'll see each of the Dean's offices for the College.

Ŧ

Deans Office, Human Sci & Ed (2600)	×	
	Q	
Deans Office, Engineering (2450)	•	l
Deans Office, Health&Human Sci (2650)		L
Deans Office, Human Sci & Ed (2600)		L
Deans Office, Science & Math (2700)		
Graduate School (2820)	1	
Institutional Research & Analy (2050)	+	F
	Deans Office, Human Sci & Ed (2600)   I   Deans Office, Engineering (2450)   Deans Office, Health&Human Sci (2650)   Deans Office, Human Sci & Ed (2600)   Deans Office, Science & Math (2700)   Graduate School (2820)   Institutional Research & Analy (2050)	Deans Office, Human Sci & Ed (2600) X =   I Q   Deans Office, Engineering (2450) C   Deans Office, Health&Human Sci (2650) C   Deans Office, Human Sci & Ed (2600) C   Deans Office, Science & Math (2700) Graduate School (2820)   Institutional Research & Analy (2050) C

Department/Unit*	nt/Unit* Deans Office, Health&Human Sci (2650)		× •	
Sub-Department/Unit	Select one	one		
			Q	
	Allied Sciences (2680) Family HealthCare Pharm South (2676) Family Healthcare Pharmacy (2675) HHS Business Center (2652)	Next, select the appropriate department, and click Save.		
	Health. Nutrition & Exercise (2684) Human Dev and Family Science (2682)			

✓ Save <sup>™</sup> Reset