How to Register to Use ePIRATE – ECU Users
• To use ePIRATE you must first register to be a user

• Registration is required for both ECU users (people with a PirateID) and non-ECU users

• You will not be allowed to submit a new study or access an existing study until your registration has been processed by the Office of Research Integrity & Compliance (ORIC)

• You will receive an email notification once your ePIRATE account has been processed

• If you have an existing ePIRATE account and your status has changed (i.e. you have an ePIRATE account as a student and then you become an ECU employee who requires continued access to ePIRATE) please do not register again in ePIRATE, rather, contact ORIC and allow a staff member to assist you with updating your existing account. Having two accounts in ePIRATE only creates confusion

• The following instructions are for ECU users
**Step #1:** Go to the ORIC website (ecu.edu/ORIC) and click on the UMCIRB button (puzzle piece titled Human Research)
Step #2: Click on the ePIRATE button and you will be directed to the login screen.
Step #3: Click on [LOGIN]; if you have never registered to use ePIRATE, you will be directed to the registration screen.
Step #4: Complete the registration screen with the required information

- Below is a screen shot of the registration screen
- Some of the fields will be pre-populated based on your PirateID account; do not alter these fields
- The fields marked with a red asterisk (*) are required fields
- The following slide will provide you with tips on completing the registration screen
Tips for completing the registration screen:

- For ECU users (users with a PirateID), you should select East Carolina University as your “Institutional Affiliation”

- For “ECU School/Department” select the college/division/department/school with which you are affiliated:
  - If you are an undergraduate or graduate student this would be the college/division/department/school from which you are matriculating;
  - If you are a medical student this would be the department with which you are affiliated for the purposes of the research project in which you are involved;
  - For faculty and staff this is the college/division/department/school in which you are employed.

  It is important for this information to be accurate to ensure proper routing of new study submissions for approval

- “Title” is your title, not the title of your proposed research study
Step #5: Once you have completed the registration screen, click the button titled “Register”
ePIRATE registrations are usually processed same or next day by ORIC staff with the exception of weekends.

You will receive a notification from UMCIRB@ecu.edu once your registration is processed.

Once your ePIRATE account has been processed you will need to set up your ePIRATE profile; see the ePIRATE page of our website for instructions on how to manage your profile.

If your registration is incomplete or there are questions about the information you provided an ORIC staff member will contact you for clarification.

If you are contacted for clarification of your registration and do not respond within seven days your pending registration will be deleted and you will need to register again.

If you have not received a notification from UMCIRB@ecu.edu or it has been longer than a couple of days since you registered and you have not heard from an ORIC staff member feel free to contact the office by emailing UMCIRB@ecu.edu or calling the office at 252-744-2914 to check on the status of your registration.