

EIRB System Access Quick Reference (QR) Sheet

This QR sheet provides an overview of the steps necessary to gain access to the EIRB System for new and legacy users. The process includes self-service and DHA Global Service Center user account requests.

Training Requirement

According to the DoD Directive (DoDD) 8570.01- all users who access IT systems must be compliant with annual Cyber Security Training mandates. Users should take the training prescribed by their commands. Proof of your current Cyber Security Training will be required in order to access EIRB. This training can be taken at <http://iatraining.disa.mil/eta/cyberchallenge/launchpage.htm> or [DHA Education and Training](#)

Responsibilities

Requester	EIRB Tier 3 Help Desk	EIRB Site Administrator/Component Lead
1. Complete User Account Request	1. Review User Account Request	1. Approve User Account Requests
2. Respond to Information Requests	2. Contact Site Administrator /Component Lead for Account Approval	2. Assign System Access Privileges
3. Provide Cyber Security Training Certificate	3. Request Users Cyber Security Training Certification	
	4. Create EIRB User Account	

1 Initiate a New Account

Users can request a new user account in 2 ways:

1. **Initiate a new user account request through the EIRB website:** <https://eirb.csd.disa.mil>
 - a) EIRB will capture information from your Common Access Card (CAC) to prepopulate the automated request template.
 - b) Requester must complete all mandatory fields (red asterisk items) on the form.
 - c) Verify the email that auto-populates from the CAC is current and valid. If it is not, please fill in the phone number field, so EIRB Tier 3 Help Desk can contact you. If your email does not auto-populate from the CAC, please enter your "official" .mil email.
 - d) Be sure to identify the Site where you plan to conduct your research.
 - e) Verify your information on the form and click the Request Account button.
 - f) Your account request will be approved or denied by your local Site Administrator or Component Lead.
 - g) EIRB Tier 3 Help Desk will contact the requester for Cyber Security Training verification once the account request has been approved by the EIRB Site Administrator or Component Lead.
2. **Initiate a new user account request through the DHA Global Service Center:** Email dhagsc@mail.mil or call **800.600.9332**.

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- a) If calling the DHA Global Service Center, when prompted for the name of the product, application or software that you need assistance with, please say "EIRB".
- b) Requester should be prepared to provide information located on their CAC as well as the site where they plan to conduct research.
- c) A DHA help desk ticket number will be created and emailed to you for tracking purposes.

Account approval process is the same regardless of the method used to request the user account.

Once the EIRB Site Administrator or Component Lead approves the account request, and proof of your Cyber Security Training certificate received, your account will be created. A notice of the EIRB account creation will be sent to you via the email provided on your user account request.

2 Legacy System Account Holders

Users who previously held accounts on the legacy IRBNet system and who accessed it via a CAC can go directly to the EIRB Website and login utilizing your active CAC.

Note: Users that require elevated role access should process their request through their respective Site Administrator. Users should log in to EIRB every 35 days to prevent account deactivation for non-use.

Questions

Please contact the DHA Global Service Center if you have any questions about your EIRB account or access.

EIRB Website: <https://eirb.csd.disa.mil>