

Instructions: Self-Registration for ORPP&E Listservs

Anyone can register for the ORD Training emails; however, verification of a requester's role will be required for the IRB Chair, IRB Administrator, and R&D Committee listservs. After your request has been made, your name will be cross-referenced with ORPP&E's research personnel list for verification. If your name is not on our personnel list, ORPP&E will issue an email to the human research site liaison of your VAMC for the list to be updated as needed. After that is completed, your request will be approved by ORPP&E.

ORPP&E is only able to add you to the following groups:

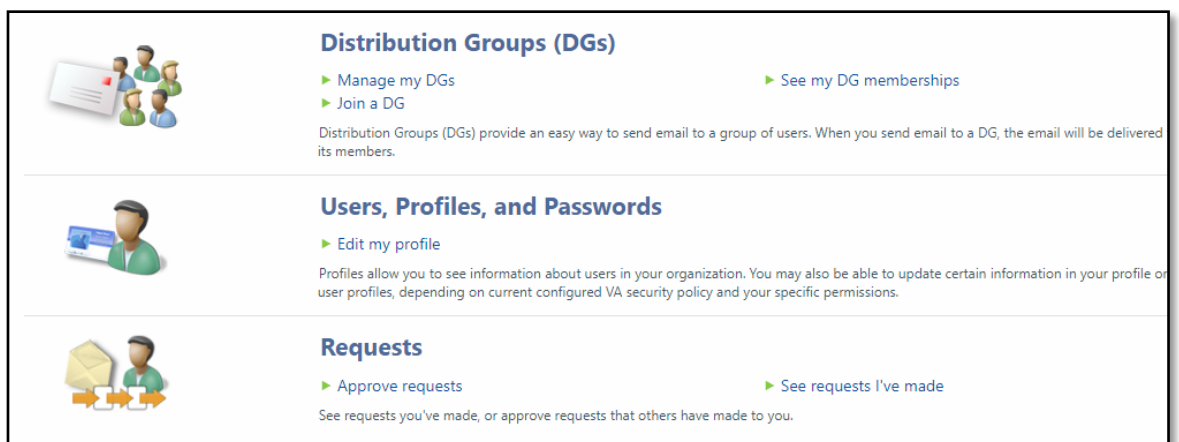
- IRB Chair Listserv: VHACO10X2IRBChairs@va.gov
- IRB Admin. Listserv: VHA14RDResearchIRBAdmin@va.gov
- VHA ORD ORPPE R&D Committees: VHAORDORPPER&DCOMMITTEES@va.gov
- VHACO ORD training: VHACOORDtraining@va.gov

Since we are administrators only for the above-mentioned listservs, we are not able to help with any of the other listservs offered by VHA, including any other list servs managed by ORD.

If you have further questions, email Brandon.Alexander3@va.gov.

How to self-register:

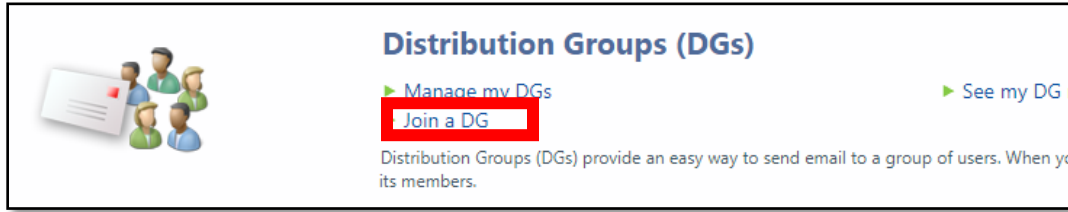
1. Please go to this link: <https://mim.va.gov/IdentityManagement/default.aspx>
 - b. Note: This is only accessible within the VA network
 - c. You will see the below screen



The screenshot displays a user interface with three main sections:

- Distribution Groups (DGs)**: Includes links for "Manage my DGs", "Join a DG", and "See my DG memberships". A descriptive text states: "Distribution Groups (DGs) provide an easy way to send email to a group of users. When you send email to a DG, the email will be delivered to its members."
- Users, Profiles, and Passwords**: Includes a link for "Edit my profile". A descriptive text states: "Profiles allow you to see information about users in your organization. You may also be able to update certain information in your profile or user profiles, depending on current configured VA security policy and your specific permissions."
- Requests**: Includes links for "Approve requests" and "See requests I've made". A descriptive text states: "See requests you've made, or approve requests that others have made to you."

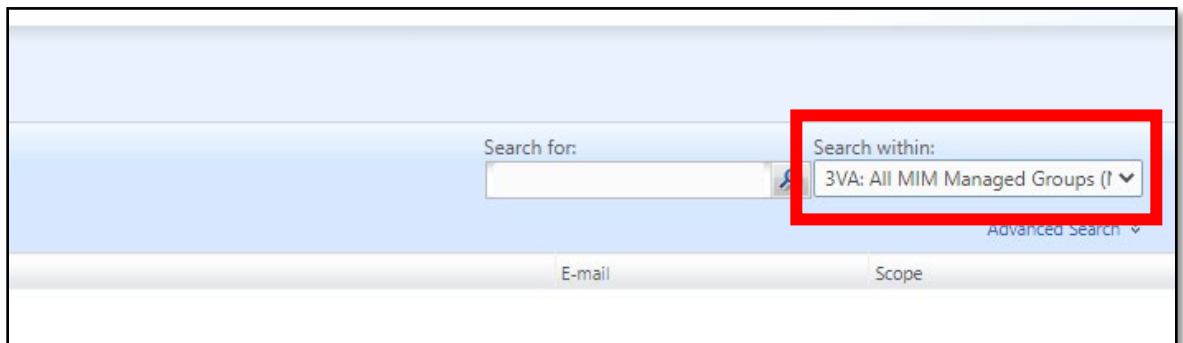
2. Click on "Join DG"



3. After clicking "Join DG" you will see the screen below



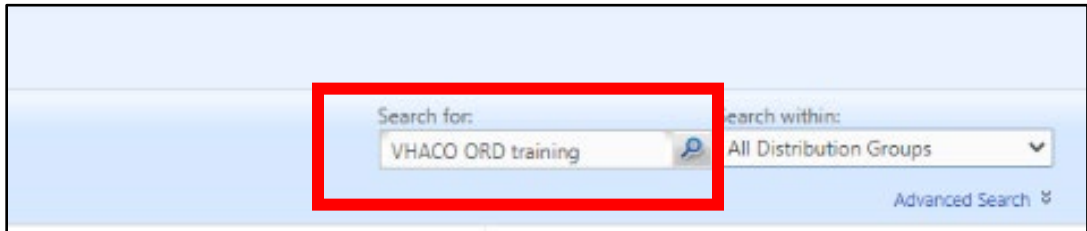
4. Change "Search within" drop-down box to "All distribution groups"



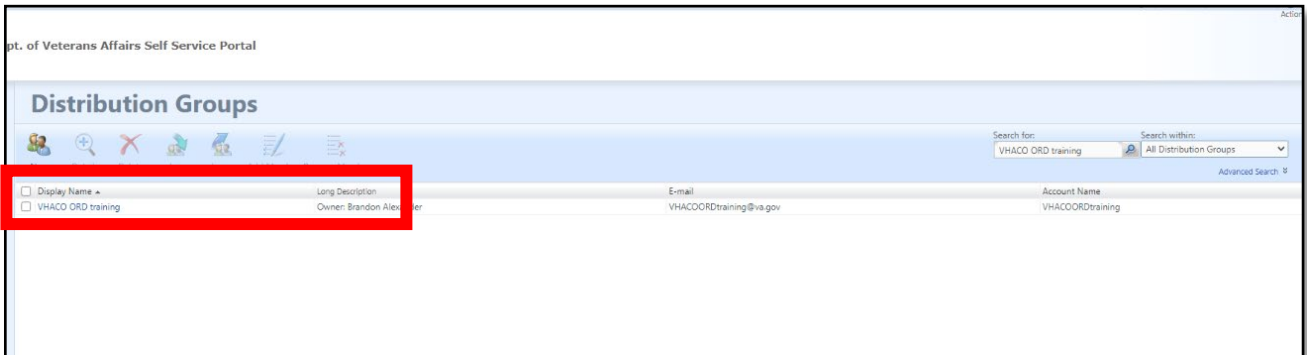
5. Once "All distribution groups" is selected, type the name of the distribution group in the **"Search for"** box. For best search results, copy/paste the entire title of the choice listed below.

a. Your choices are:

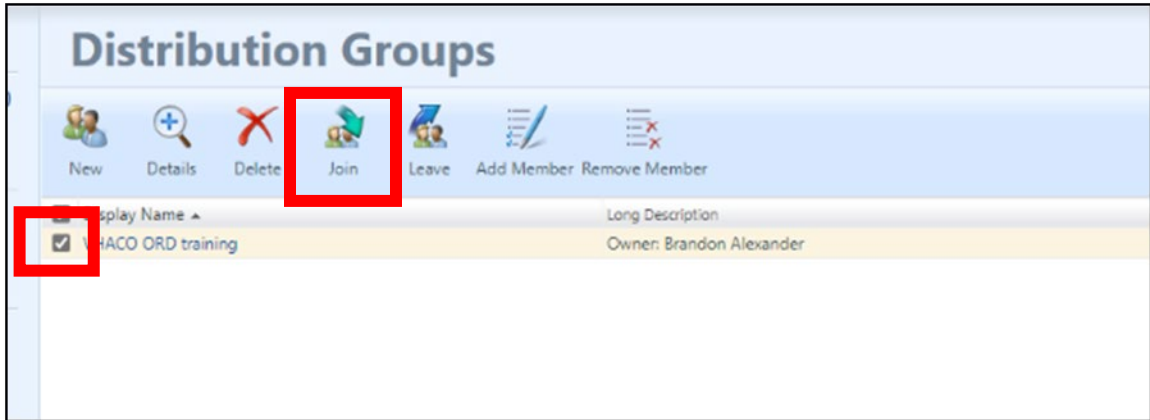
- VHA ORD ORPPE R&D Committees
- VHA ORD ORPPE R&D Committees
- VHA ORD ORPPE R&D Committees
- VHA CO 14RD Research IRB Administrators
- VHA CO 14RD IRB Chairs
- VHA ORD ORPPE Small IRB
- VAIRRS Administrators
- VAIRRS End Users



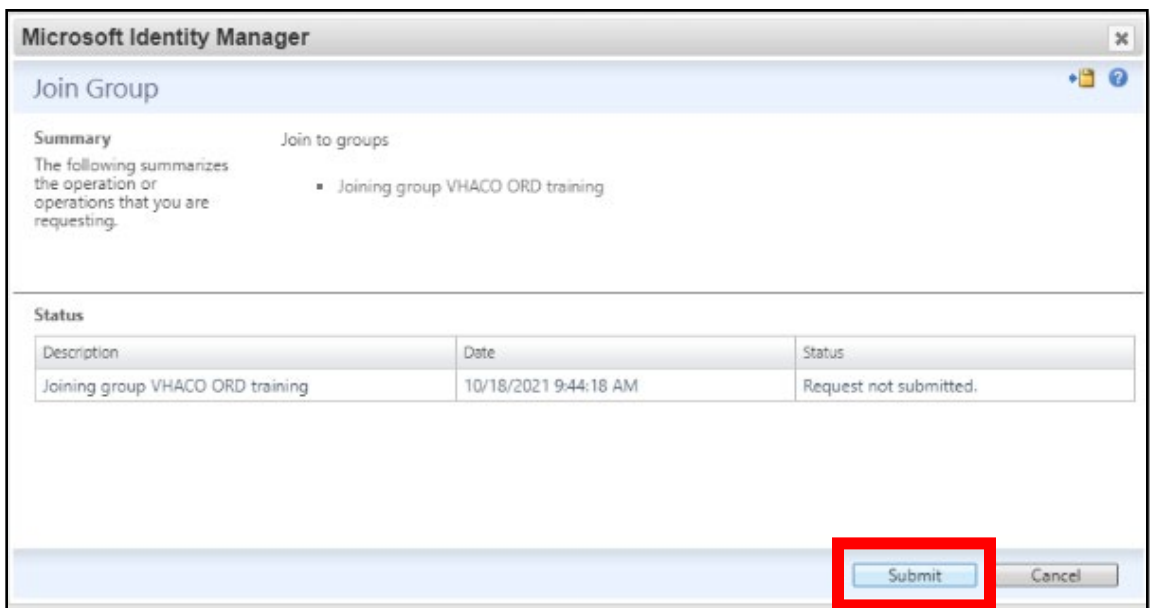
6. The distribution List will appear



7. Select distribution list, then click on the "Join" button. (Note- you can also leave a group in this step by selecting the icon "Leave" to the right of "Join")



8. The dialog box will appear. Click submit to join the listserv



9. Within 10 business days you will be approved to join the listserv
 - a. You will receive an email confirming that you have been added to your distribution list of choice.