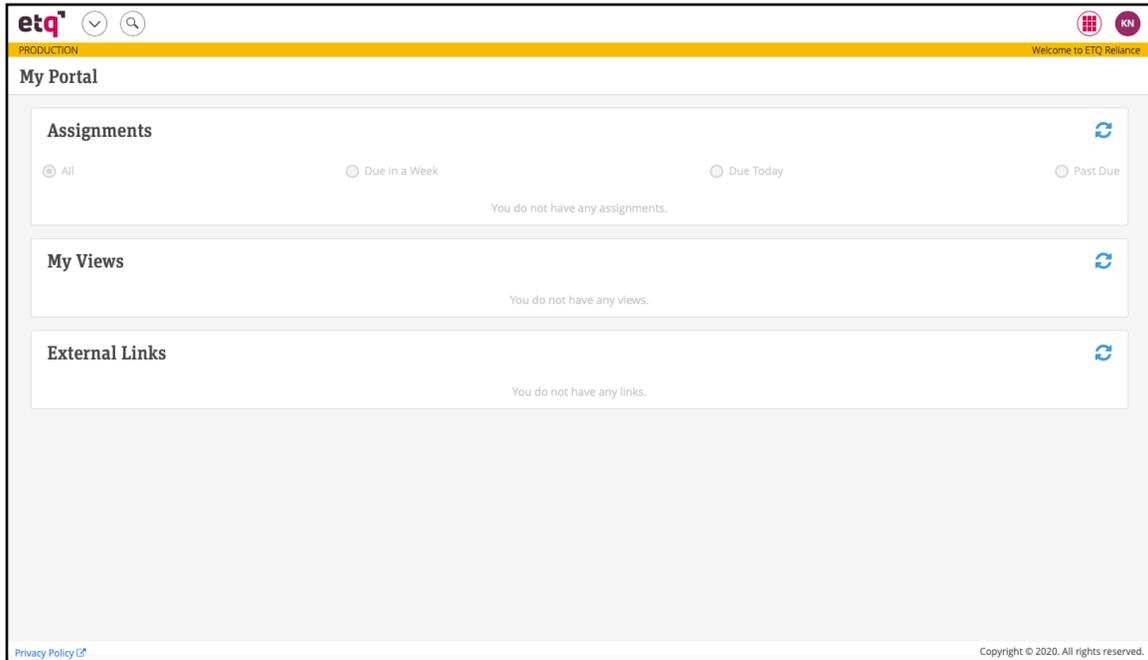
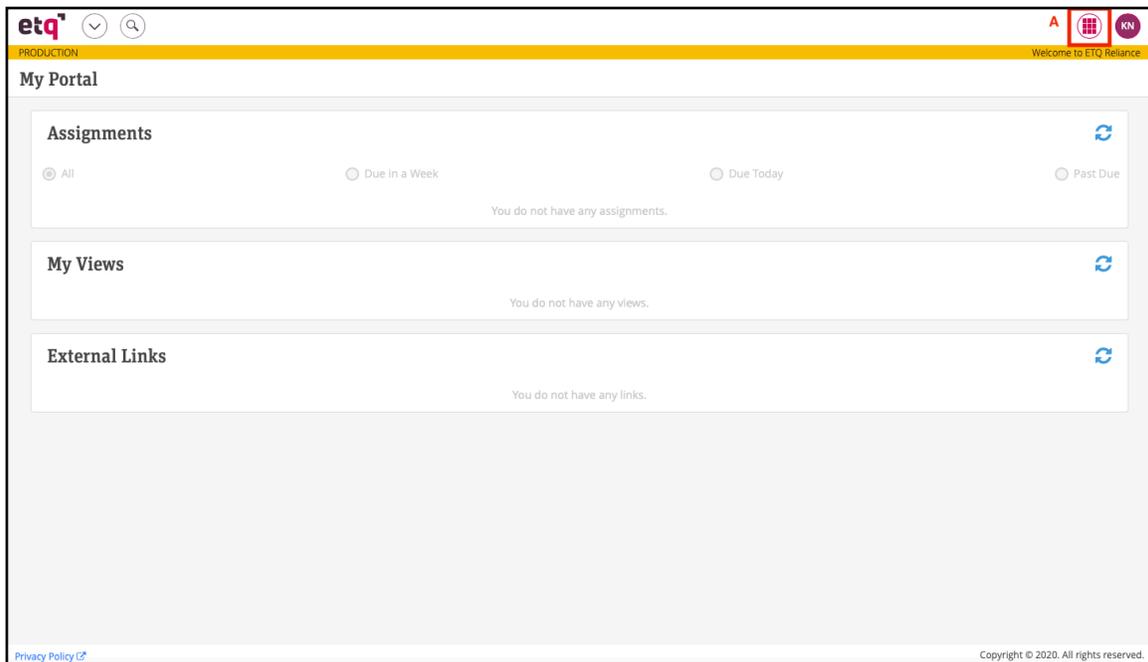


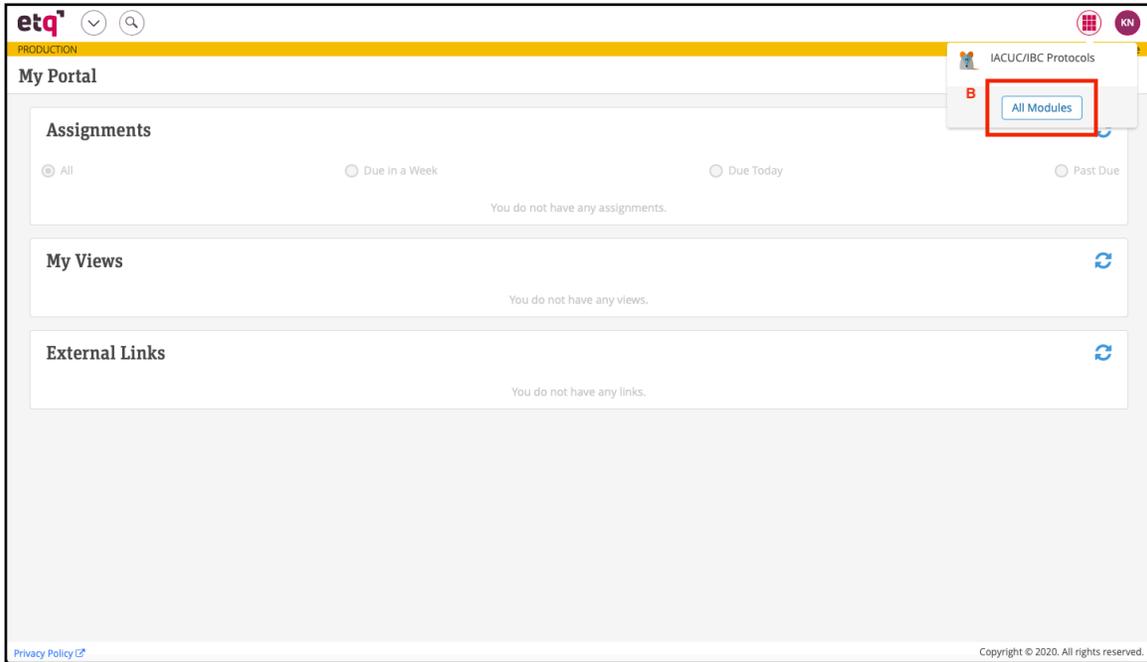
1. Go to <https://kennesaw.etq.com/prod/rel/#/app/auth/login> and use your NetID and password to log in to the system. You should see a home page like that below.



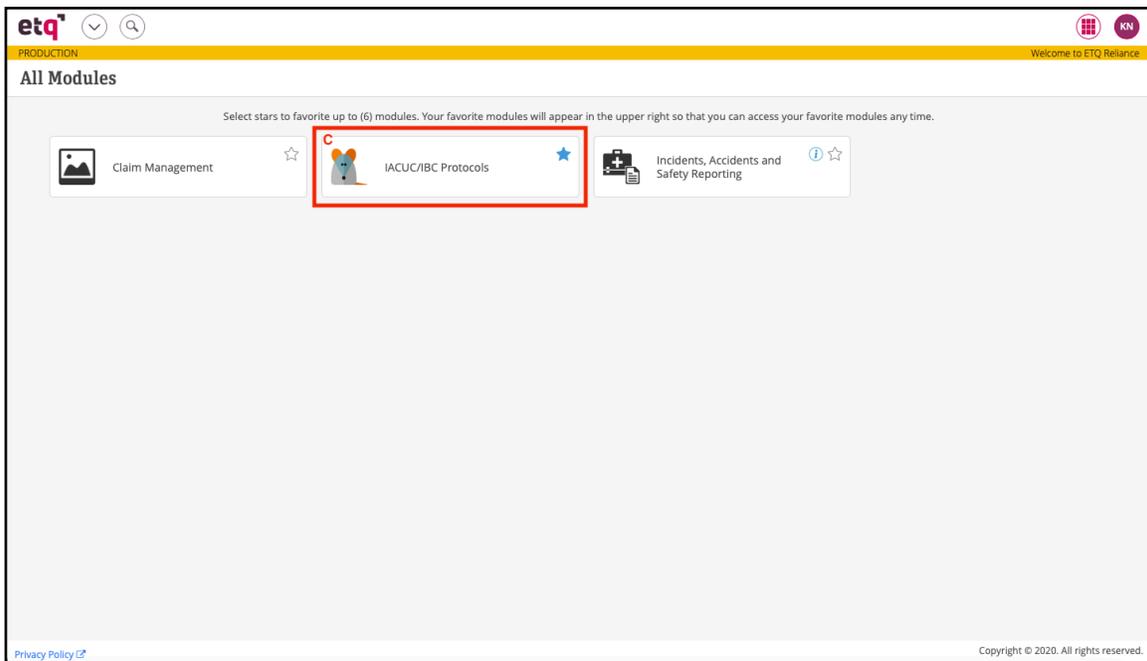
2. Click on the waffle button on the upper right of the screen (A).



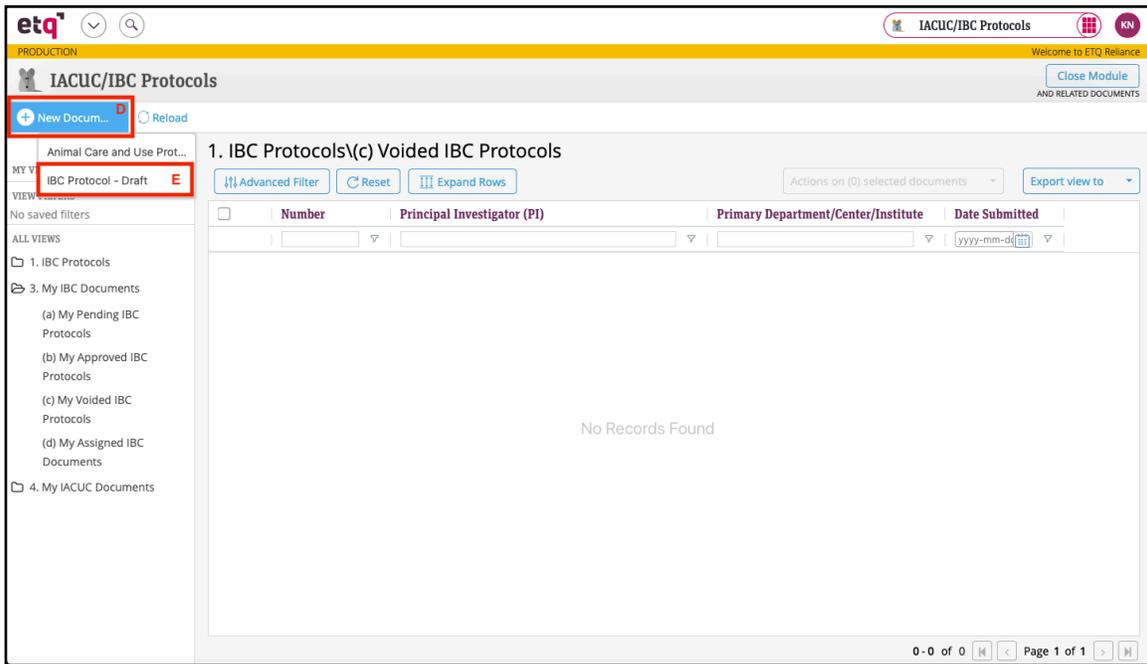
3. On your first login, you likely will have no items in this list. Click on the “All Modules” button (B).



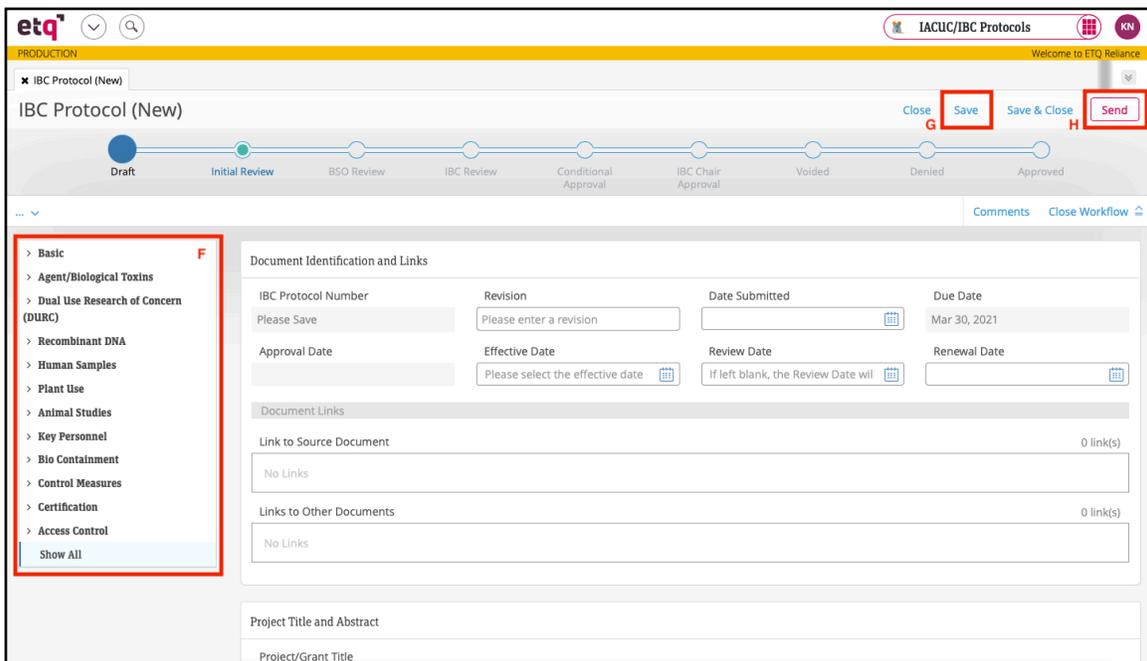
4. On this page, you can choose modules to be displayed in the waffle menu each time you login. Click the star in the corner of the box “IACUC/IBC Protocols” (C) to mark it as a favorite. (Note: IACUC protocol submission is not active at this time.) Then click inside the button to open the module.



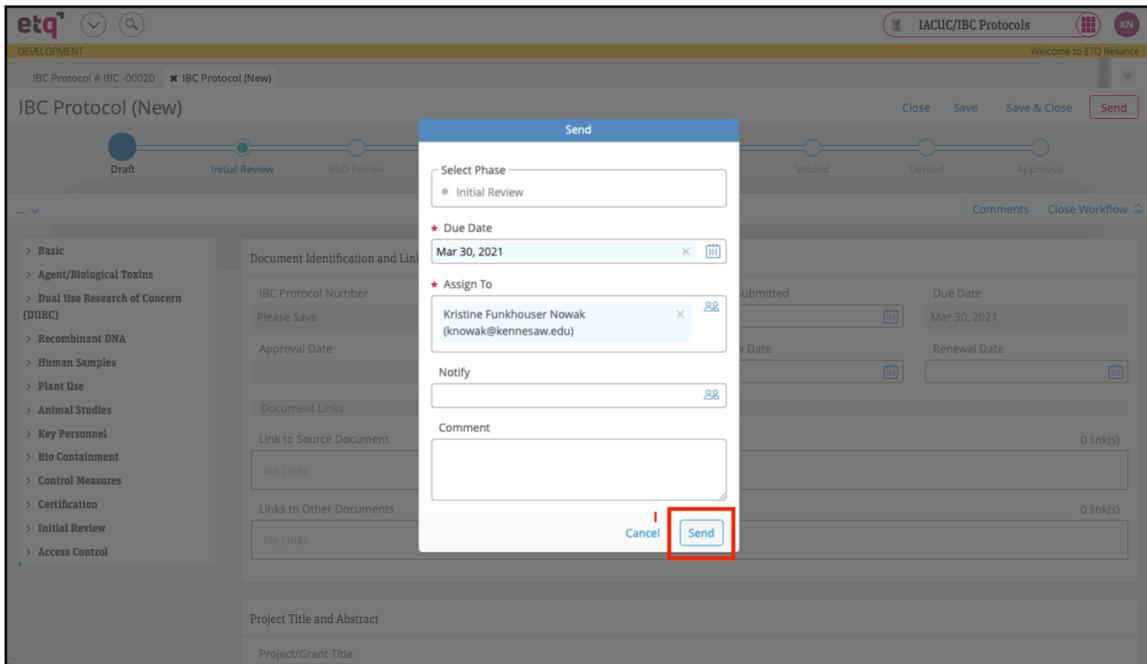
- The first time you login, and before you submit a protocol, you will see a blank list. On the left side you can see your IBC protocols by status (pending, approved, voided). Click on the blue “New Document” button (D) on the upper left, then on “IBC Protocol” in the pull-down (E). (Note: IACUC protocol submission is not active at this time.)



- You will now see the IBC Protocol form. You can see all the sections in a long scroll on the screen, or pick certain sections to fill out in the box on the left (F). Be sure to fill out all the relevant information in the Basic section, then complete the sections as they apply to your project. You can save your work (G) and return at a later time to complete the form. When you are all finished, you should save and then click the “Send” button (H).



7. On the pop-up window that appears, leave all the pre-filled fields as-is and click “Send” at the bottom (I).



8. After submission you can check on the status from the IACUC/IBC Protocols module homepage. The system will notify you with automatic emails when a decision is made or if you need to revisit the form to clarify your information upon the request of the IBC. Please see the [IBC website](#) or our FAQ if you have any questions.