

System Access

Quick Reference Guide - EIRB

1 Initiate a New Account

This guide provides an overview of the steps necessary to gain access to the modernized EIRB system. We will cover the process for individuals who were users of the Legacy System as well as new users.

1. New EIRB users can request an account in two ways:

1. Initiate the request directly using the account request option in EIRB. Go to <https://dmrncac.dhhq.health.mil>.
 - a. The system will capture information from your CAC to prepopulate the automated request template
 - b. You must respond to all items which contain a red asterisk
 - c. If your email does not auto populate from the CAC, it is highly recommended that you use a .mil account
 - d. Be sure to identify the site where you plan to conduct your research
 - e. Your account validation will occur through that site representative
 - f. Verify your information and click on Request Account
2. Request through the DHA Global Service Center at 800.600.9332. The requestor will be asked a series of questions. Users should be prepared to provide CAC information at this time as well as a brief description as to why they require access to the system.

Please fill the below form giving enough information to the administrator to process your request

First Name
 Staff
 Email Address Your Address Required
 Cell Number
 Fax Number
 Request Purpose Explain why you are requesting a login ID for this system, including your relationship to the institution and any other information that would help to identify you in the system.

*** Login Name**
 *** LDAP ID**
 *** Last Name**
 Public Name
 Degree
 Primary Number
 Paper Number
 Location
 ***Department**

Request Site	Institution Name - Site
<input type="checkbox"/>	Army - 251st Ordnance Company
<input type="checkbox"/>	Army - Aberdeen Proving Ground (APG)
<input type="checkbox"/>	Army - Aberdeen Institute
<input type="checkbox"/>	Army - Andrew Rader Army Health Clinic (Family Health Center of Fort Myer)
<input type="checkbox"/>	Army - Army Research Development and Engineering Center (ARDEC)
<input type="checkbox"/>	Army - Armed Forces Research Institute of Medical Sciences (AFRIMS)
<input type="checkbox"/>	Army - Army Analysis Group/Research Publication Team (AAG/RPT)
<input type="checkbox"/>	Army - Army Medical Department Center & School (AMEDD CAS)
<input type="checkbox"/>	Army - Army Office of Business Transformation (OBT)

Your Request is on the way for Approval!

1. Account Approval

The approval process is the same regardless of which option you used to make the request. Your local EIRB Site Administrator will be contacted with your information. Once you are approved the EIRB System Administrator will activate the account and send a notice of EIRB account creation to the email you used on your account request.

2. Training Required

EIRB is operated by the Defense Health Agency, which requires all users who access its systems to complete annual Cyber Security Training. This training can be accessed at http://iatraining.disa.mil/eta/cyberchallenge_v3_fy15/launchPage.htm

2 Legacy System Account Holders

1. Access EIRB

Users who previously held accounts on legacy system and have an active CAC will access EIRB at <https://dmrnac.dhhq.health.mil>

You will enter your CAC and pin number to authenticate on the EIRB system with your CAC credential. This authentication will link you to your new account on EIRB and you will be presented with your primary menus.



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3. Account or Access Questions

Should you have questions about your account or menus, please contact the DHA Global Service Center at **800.600.9332**

3 Finished

You have completed the overview on EIRB System Access. We hope you found the information helpful. If you would like to find out more about system capabilities, please visit the EIRB Resources Center within the application.

We welcome you as a new EIRB user!