GETTING STARTED: New Users

1. IDEATE Log-in Instructions: All investigators and research assistants must log into IDEATE (https://ideate.cuny.edu/home/) using their CUNY Portal Log-In Credentials. We have been notified by CUNY Central that anyone with CUNY Portal Credentials can log into IDEATE. Please follow these steps if you have problems logging into IDEATE:

   a) If you encounter log-in issues during the first attempt or can’t remember your CUNY Portal Information please reset your CUNY Portal password using this link: https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp. You can also contact the helpdesk for assistance with resetting your CUNY Portal password.

   b) If you continue to experience log-in issues please contact your HRPP Coordinator providing them with your CUNY Portal Username. Please make sure to put IDEATE Log-in Issue in the subject line of your email.

The above instructions should be used by investigators and their research staff for their first attempt at logging onto IDEATE ONLY. Please use instructions below for IDEATE Profile issues.

2. IDEATE Profile Issues: Note that if you can log into the system but cannot create an application, this is likely a profile issue. It is important that your name/department are correct in the system. Note that the department can be listed as your school, department, or college. It is important that your department is correct as this is how submissions will be routed to HRPP Offices in IDEATE. Please check your IDEATE Profile to ensure that all information (Name, Department, etc.) are correct. Check your profile by doing the following:

   a. Click on the “Manage” link on the top of the page.
   b. Then click on “My User Profile”
   c. Please make sure that all information (Name, Department, University Status, etc.) in your profile is correct. If Name or department is incorrect please contact your HRPP Coordinator to request profile changes.

3. To create an new application please do the following:
   a. Click on the “Create New” from the menu bar.
   b. Then click on “IRB Application”.
   c. Enter the Protocol Title of your project in the field provided.
   d. Then Click on the blue Lookup link to select the Principal Investigator (PI’s name can be updated prior to submission).
   e. Once you’ve selected the PI for this study please select Department by using the drop down box.
   f. Click on Begin Application once all of the above information has been entered.

4. If you need additional information regarding how to submit IDEATE submissions please refer to the help documents link: http://cuny.edu/research/compliance/human-subjects-research-1/hrpp-policies-procedures/how-to-use-ideate.html. These documents are proprietary and require a username/password. Please contact your HRPP Coordinator for username/password access to these documents.