 

**Research Protections Office**

**Request for University of Vermont (UVM) Net ID for Access to UVMClick or UVM Required CITI Training**

Issuance of UVM NetIDs is strictly controlled and is contingent upon a demonstrated need. Please **do not** complete this form if you already have a UVM NetID. PIs who wish to add an external study team member, should not use this process. In those cases, please follow [Section 13.7](https://www.uvm.edu/rpo/irb-policies-and-procedures#13p7).

|  |  |  |
| --- | --- | --- |
| **Date Form Completed**  |  |  |

|  |
| --- |
| **Why do you need a UVM NetID?** |
|  | I am a UVMMC Health Network Affiliate Researcher. Check which Affiliate Site *\*Please note that if you have a faculty appointment with UVM, you already have a UVM NetID which should be used for the purposes outlined in this request. Submission of this form is not necessary. The IRB cannot assist you with your UVM NetID. Go* [*here*](https://account.uvm.edu/) *to find information to set up or to reset a forgotten or expired password.*  |
|  |
|  |
|  |
|  | University of Vermont Medical Center |
|  | Central Vermont Medical Center |
|  | Champlain Valley Physicians Hospital |
|  |  |
|  | I am an IRB, IACUC or IBC Community Member or an Ancillary Reviewer in Click  |
| **Information Required to set up ID** |
| Last Name |  | First Name, Middle |  |
|  |
| Date of Birth |  | Social Security # |  |
|  | *\*A full SS number is necessary to set up your UVM NetID. The number will always be protected during this process. This document will be destroyed once your UVM NetID has been provided.* |
|  |
| Department (as applicable)  |  |
|  |
| Work Email Address |  | Contact Phone  |  |
|  |  |  |  |
| Have you ever been a UVM employee or student? |  | Yes |  | No |
| If yes, you may have an old UVM NetID that can be reactivated. Please provide your prior UVM NetID  **or** Yourname at the time you were an employee or student. |
|  |  |

**Submitting this Request**

Please send completed form, including full social security number, via UVM’s protected [file transfer system](https://filetransfer.uvm.edu/)

to RPO@uvm.edu. Alternatively, you may submit form without social security # and phone in the number to diana.naser@uvm.edu via Microsoft Teams. The social security number will be protected at all times.