CIRBI Next-Generation Training Portal Guide

October 2026

This guide walks you through how to register for the Advarra IRB Training Portal and enroll in training for the CIRBI next-generation platform. Below you will find step-by-step instructions on how to create a training portal account, navigating the portal, courses you should take specific to the new platform, and downloading certificates. **Please note that training is recommended, not required.**

Use this guide as your go-to resource for accessing and completing training in the Advarra IRB Training Portal.

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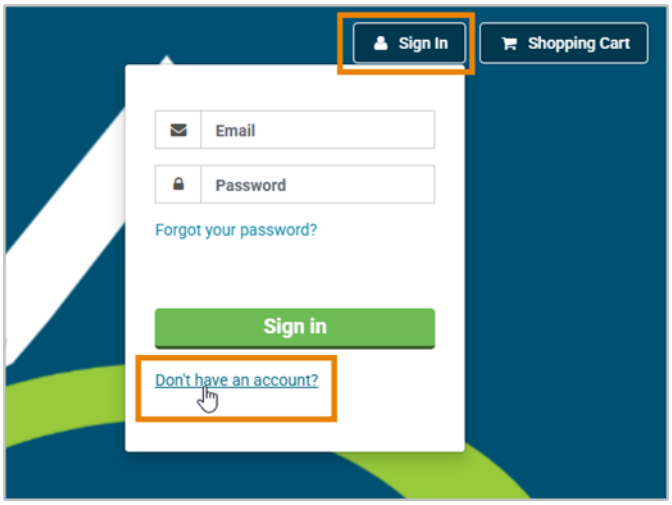
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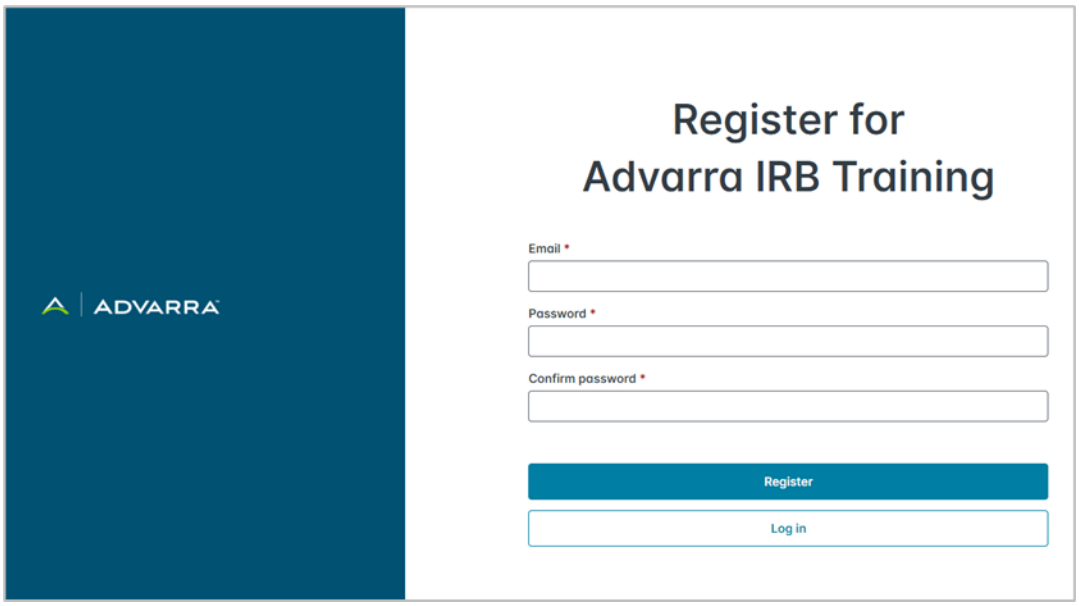
Register for the Advarra IRB Training Portal

To register for a training portal account, navigate to https://advarrairbtraining.learnupon.com and take the following steps:

1. In the upper-right corner, click **Sign In.**
2. Select **Don't have an account?**



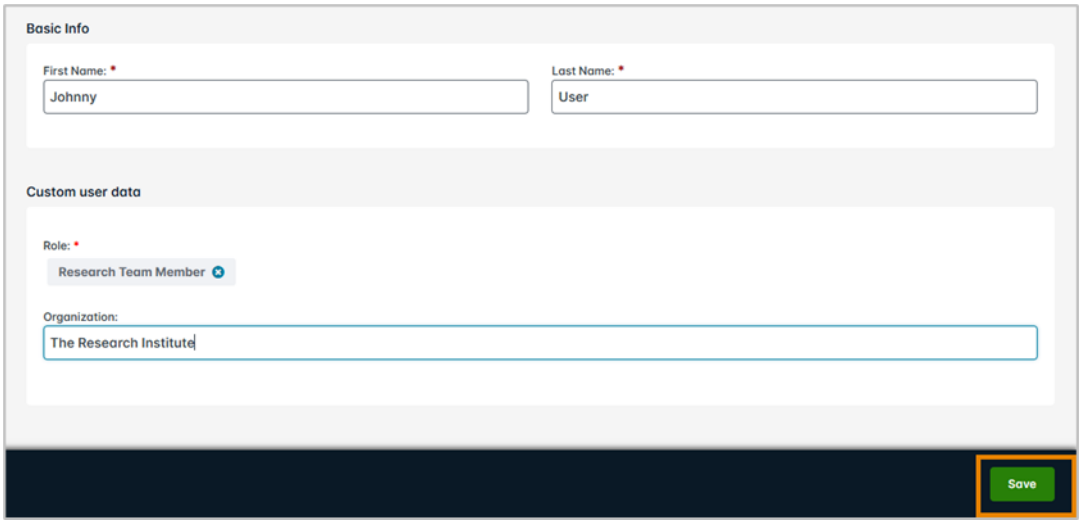
3. Enter your email and create a password.
4. Click **Register.**



Complete Your User Profile

After registering for your account:

1. Enter your **First Name** and **Last Name.**
2. Select your **Role.**
3. Enter your **Organization.**
4. Click **Save.**



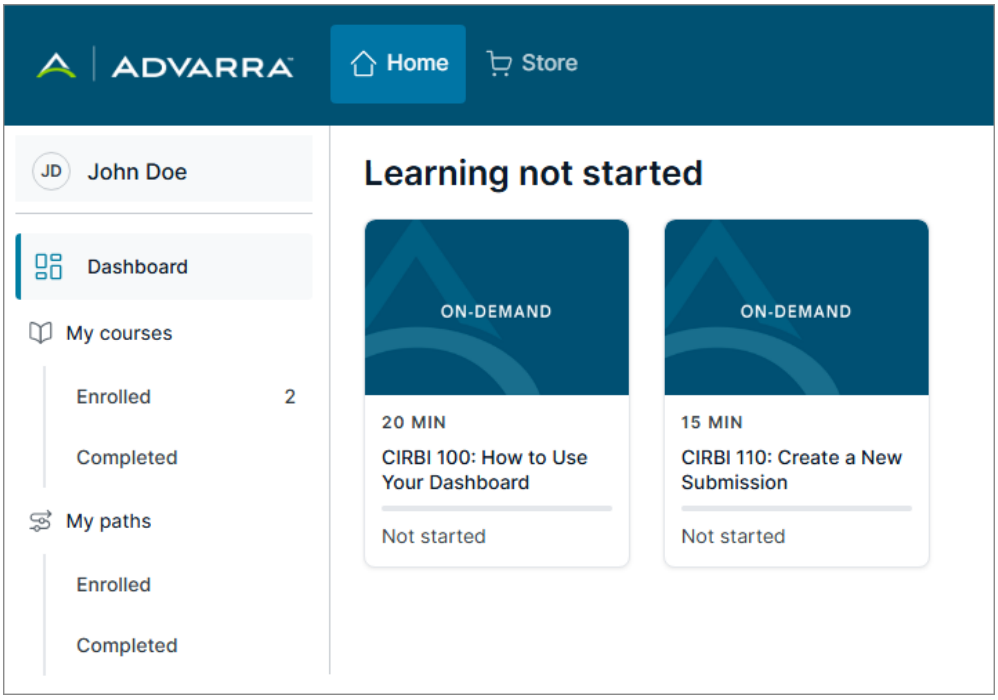
Your profile must be completed before enrolling in courses.

Navigate the Advarra IRB Training Portal

Homepage

After logging in, you will land on the homepage, where you can:

- Launch enrolled training.
- View active courses.

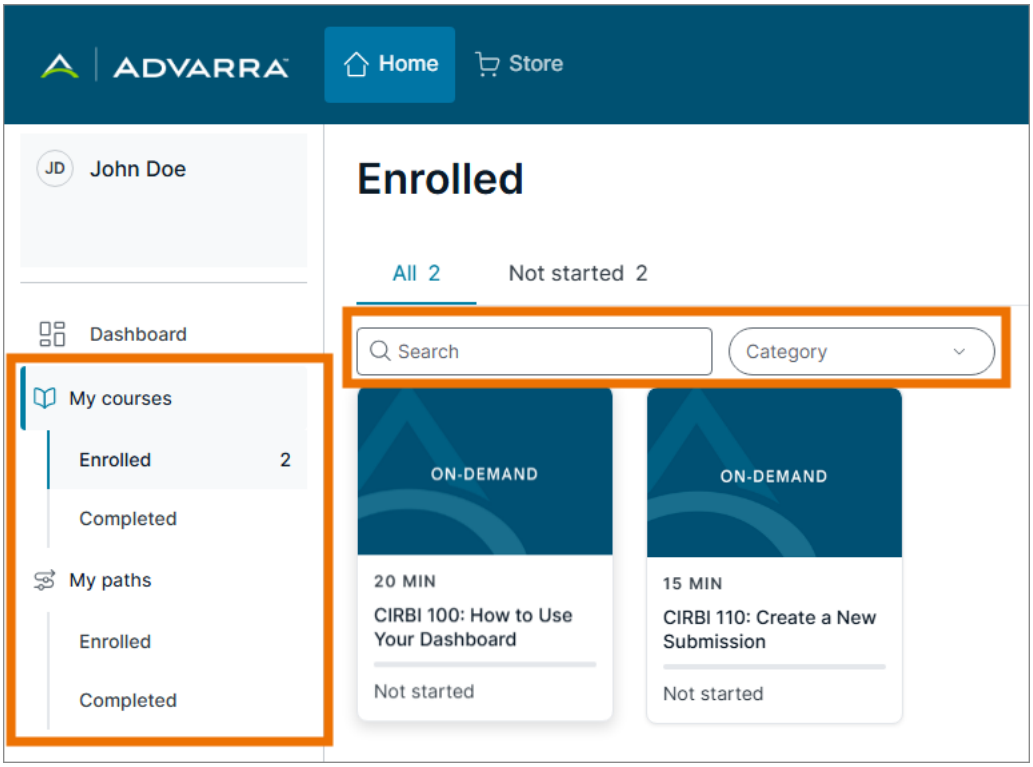


View Courses and Learning Paths

In the left panel, the following options are available:

- My Courses
  - Enrolled – View courses you are enrolled in.
  - Completed – View courses you have completed.
- My Paths
  - Enrolled – View learning paths you are enrolled in.
  - Completed – View learning paths you have completed.

Use the search bar and filters to find specific courses.



Add CIRBI Courses Using the Store

To enroll in CIRBI training:

1. Click the **Store** tab.
2. Search for the following modules:
    - CIRBI 100: How to Use Your Dashboard
    - CIRBI 110: Create a New Submission
    - CIRBI 120: Find and Edit a Submission
    - CIRBI 130: Manage Staff and Notifications
    - CIRBI 140: Modifications and Safety Reporting
3. Click **Add.**
4. Select **Proceed to Cart.**
5. Complete checkout.

After checkout, you will return to the homepage to launch your course.

Complete On-Demand Training

Launch a Course

1. Locate the course from your dashboard or the My Courses or My Paths sections.
2. Click **Start now.**

Some courses contain multiple modules. To complete a course:

1. Complete all lessons.
2. Complete all required activities.
3. Confirm a ✓ checkmark appears next to each completed lesson.

When you're finished, click **Exit Course** in the upper-right corner.

Download Certificates and Training History

To download a certificate:

1. Go to the **My Courses** section.
2. Click the **Completed** tab.
3. Locate and click the completed course.
4. In the Certificates and credits section, click **Download.**

To download your full training record:

1. Click **Download Training History**.
2. Select your preferred format.

Support

If you experience any issues with the Advarra IRB Training Portal, please contact us at training@advarra.com.