

# CIRBI Next-Generation Training Portal Guide

March 2026

We're excited to support your transition to the CIRBI next-generation platform!

This guide walks you through how to self-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.

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

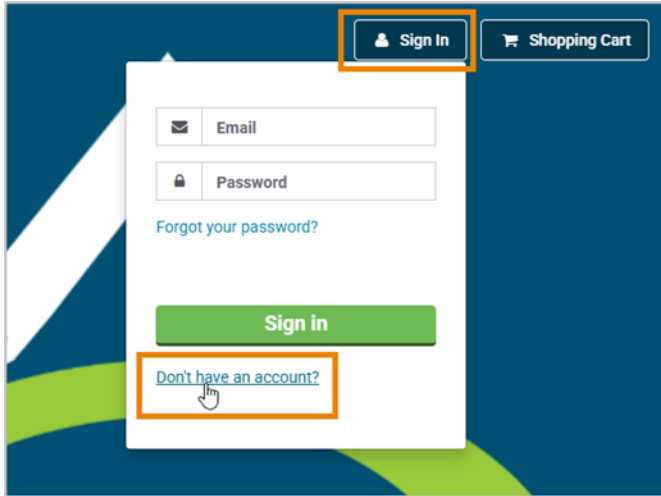
## Table of Contents

Register for the Advarra IRB Training Portal .....	1
Complete Your User Profile.....	2
Navigate the Advarra IRB Training Portal.....	3
Home Page.....	3
View All Learning.....	4
Add CIRBI Next-Generation Courses Using the Store .....	5
Complete On-Demand Training.....	5
Launch a Course .....	6
Download Certificates and Training History.....	6
Support .....	6

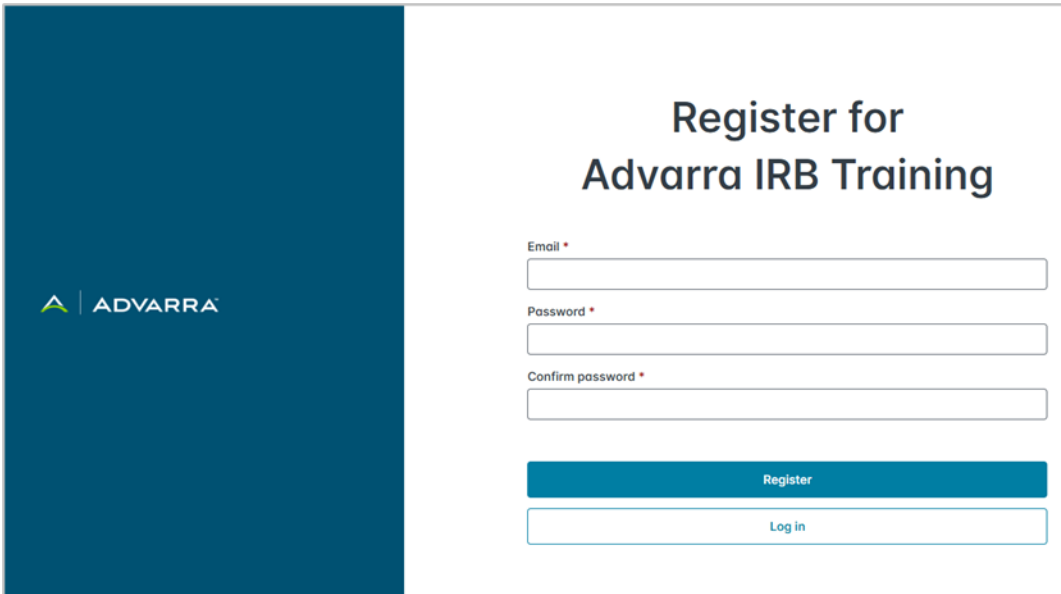
## Register for the Advarra IRB Training Portal

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?**



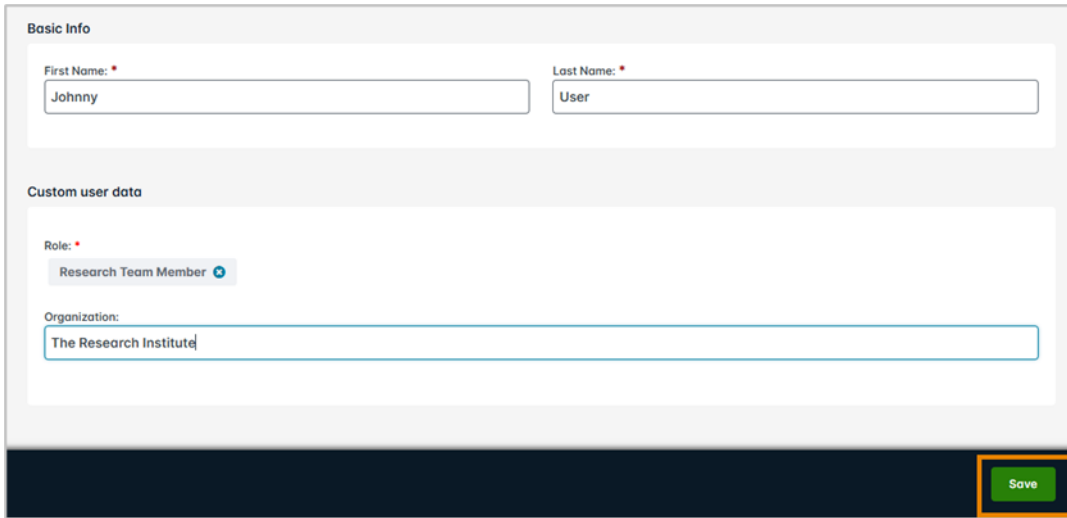
3. Enter your email and create a password
4. Click **Register**



## 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**



The screenshot shows a web form titled "Basic Info" and "Custom user data". Under "Basic Info", there are two text input fields: "First Name:" with the value "Johnny" and "Last Name:" with the value "User". Under "Custom user data", there is a "Role:" dropdown menu with "Research Team Member" selected, and an "Organization:" text input field with the value "The Research Institute". A green "Save" button is located at the bottom right of the form, highlighted with an orange border.

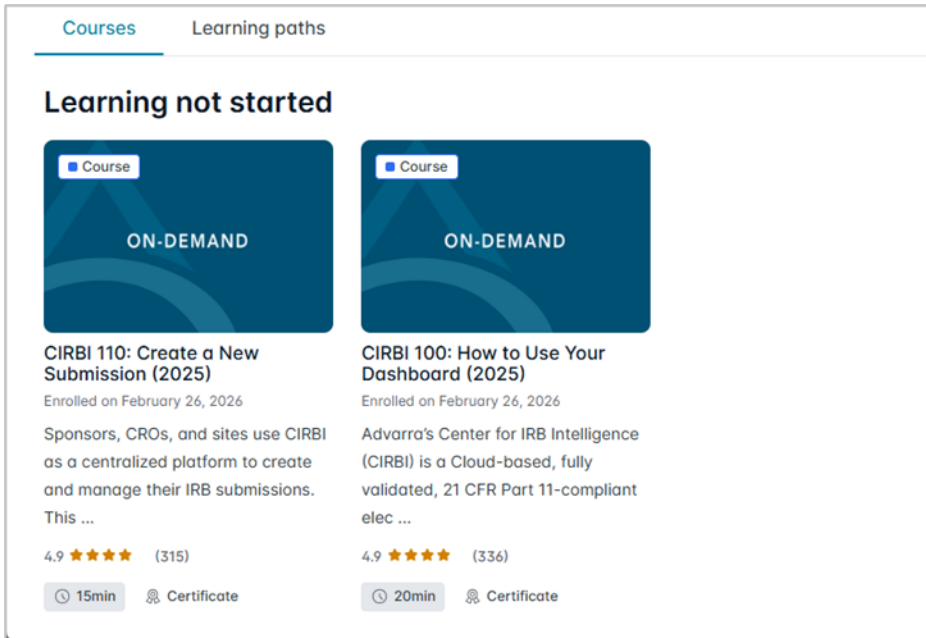
Your profile must be completed before enrolling in courses.

# Navigate the Advarra IRB Training Portal

## Home Page

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

- Launch enrolled training
- View active courses



The screenshot displays the 'Courses' tab of the Advarra IRB Training Portal. It features two on-demand courses under the heading 'Learning not started'. Each course card includes a 'Course' label, an 'ON-DEMAND' status, the course title, enrollment date, a brief description, a 4.9-star rating with the number of reviews, and a 'Certificate' icon. The first course is 'CIRBI 110: Create a New Submission (2025)' with a 15-minute duration. The second course is 'CIRBI 100: How to Use Your Dashboard (2025)' with a 20-minute duration.

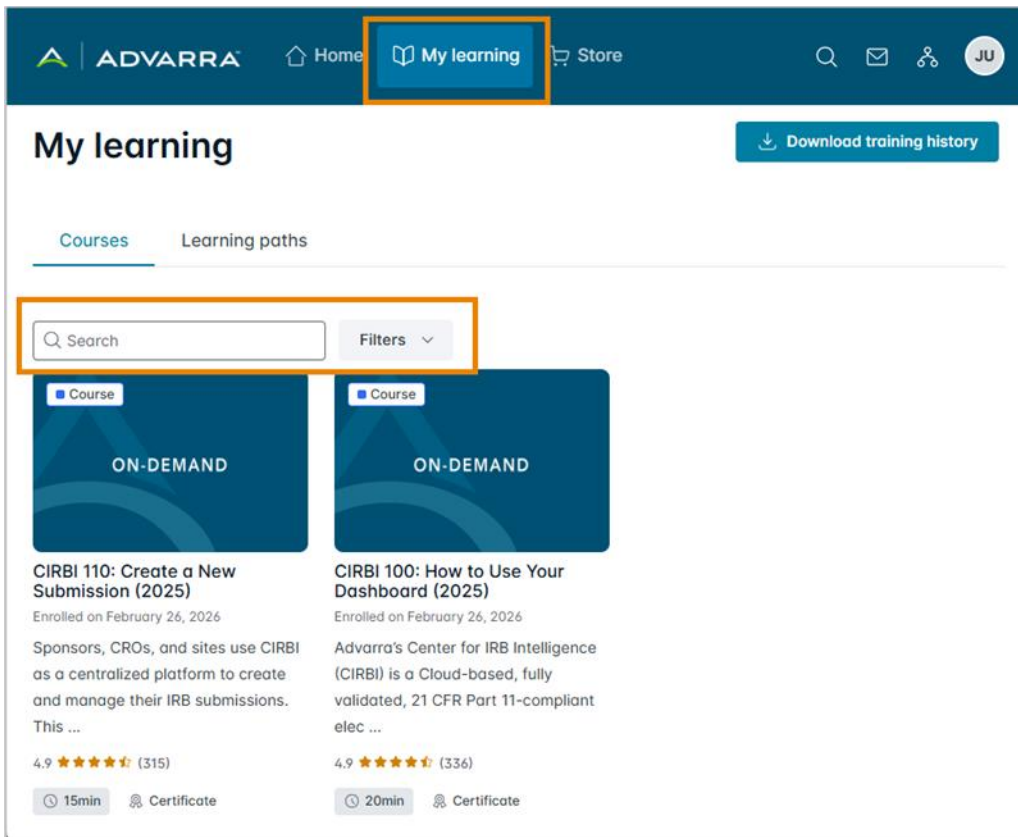
Course Title	Enrollment Date	Description	Rating	Reviews	Duration	Certificate
CIRBI 110: Create a New Submission (2025)	Enrolled on February 26, 2026	Sponsors, CROs, and sites use CIRBI as a centralized platform to create and manage their IRB submissions. This ...	4.9	(315)	15min	Certificate
CIRBI 100: How to Use Your Dashboard (2025)	Enrolled on February 26, 2026	Advarra's Center for IRB Intelligence (CIRBI) is a Cloud-based, fully validated, 21 CFR Part 11-compliant elec ...	4.9	(336)	20min	Certificate

## View All Learning

Click **My learning** at the top of the screen.

This page displays:

- Courses – Individual training modules
- Learning Paths – Assigned sequences of courses
- Learning Journeys – Curated collections of training content



## Add CIRBI Next-Generation Courses Using the Store

To enroll in CIRBI next-generation training:

1. Click the **Store** tab
2. Search for the following modules:
  - CIRBI 100: How to Use Your Dashboard (2025)
  - CIRBI 110: Create a New Submission (2025)
  - CIRBI 120: Find and Edit a Submission (2025)
  - CIRBI 130: Manage Staff and Notifications (2025)
  - CIRBI 140: Modifications and Safety Reporting (2025)
3. Click **Add**
4. Select **Proceed to Cart**
5. Complete checkout

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

## Complete On-Demand Training

## Launch a Course

1. Locate the course from your dashboard or My Learning
2. Click **Launch**

Some courses contain multiple modules. To complete a course:

- Complete all modules (including “Module Complete”)
- Complete all required activities
- Confirm a ✓ check mark appears next to each completed module

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

## Download Certificates and Training History

To download a certificate:

1. Go to **My Learning**
2. Locate the completed course
3. Click **Certificate**

To download your full training record:

- Click **Download Training History**
- Select your preferred format

## Support

If you experience any issues with the Advarra IRB Training Portal, please contact us at [training@advarra.com](mailto:training@advarra.com).