NASA IRB Huron Guide for IRB Members
How to Edit Your Meeting Attendance

1. Visit https://eirb.jsc.nasa.gov/EIRB/ and click “Login” at the top right corner of the screen.

2. Enter your User Name and Password. Click “Login.”

3. Click “IRB” on the top menu bar.
4. Click “Meetings” on the top menu bar.

5. In the “Upcoming Meeting” tab, locate the upcoming scheduled meeting in the table and click on the meeting name.

6. Click “Edit Meeting Attendance” on the left.
7. A new window will open. Check the box next to your name by clicking on it. Then click “OK” in on the bottom right.
8. You will return to the meeting window and your attendance is recorded. You may repeat steps 5-7 to indicate attendance at other meetings or change your attendance.