



Purpose: How IRB reviewers can access attachments in the Cayuse IRB electronic meeting: Do this for every meeting.

1. From your Reviewer Dashboard, click on the meeting info in the Upcoming Meetings tile:

Upcoming Meetings

02-10-2021	SHSU IRB	2:00 PM	https://shsu.zoom.us/j/86070090852
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This will take you into the electronic agenda for that meeting.

2. Scroll to the bottom where you will see several tabs:

Attendees	Attachments	Full Board Reviews	Full Expedited Reviews	Expedited Reviews	Exempt Reviews	Closures
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3. Click on the Attachments tab to find the files for the meeting
4. To open a file, click on the 3 dots to the left of a file name. Choose Download to open the file.

Filename

...	Download	pdf
...	Delete	nplate.doc