Instructions: Self-Registration for ORPP&E Listservs

The following is a list of ORPP&E sponsored Listservs:

<table>
<thead>
<tr>
<th>Listserv Name</th>
<th>Email Address</th>
<th>Who can Join</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHACO ORD Training</td>
<td><a href="mailto:VHACOORDtraining@va.gov">VHACOORDtraining@va.gov</a></td>
<td>Group is open to anyone interested in ORD training announcements</td>
</tr>
<tr>
<td>VHA ORD ORPPE R&amp;D Committees</td>
<td>VHAORDORPPER&amp;<a href="mailto:DCOMMITTEES@va.gov">DCOMMITTEES@va.gov</a></td>
<td>Only VA R&amp;D Committees Members</td>
</tr>
<tr>
<td>VHA CO 14RD Research IRB Administrators</td>
<td><a href="mailto:VHA14RDResearchIRBAdmin@va.gov">VHA14RDResearchIRBAdmin@va.gov</a></td>
<td>Only VA IRB Administrators</td>
</tr>
<tr>
<td>VHA CO 14RD IRB Chairs</td>
<td><a href="mailto:VHACO10X2IRBChairs@va.gov">VHACO10X2IRBChairs@va.gov</a></td>
<td>Only VA IRB Chairs</td>
</tr>
<tr>
<td>VHA ORD ORPPE Small IRB</td>
<td><a href="mailto:vhaordorppesmallirb@va.gov">vhaordorppesmallirb@va.gov</a></td>
<td>Only members of small VA IRB group</td>
</tr>
<tr>
<td>VAIRRS Administrators</td>
<td><a href="mailto:VAIRRSSAdministrators@va.gov">VAIRRSSAdministrators@va.gov</a></td>
<td>Only Committee and Subcommittee Administrators</td>
</tr>
<tr>
<td>VAIRRS End Users</td>
<td><a href="mailto:VAIRRSSEndUsers@va.gov">VAIRRSSEndUsers@va.gov</a></td>
<td>All VAIRRS end users</td>
</tr>
</tbody>
</table>

How to self-register:

1. Please go to this link: [https://mim.va.gov/IdentityManagement/default.aspx](https://mim.va.gov/IdentityManagement/default.aspx)
2. Note: This is only accessible within the VA network
3. You will see the below screen
2. Click on “Join DG”

3. After clicking “Join DG” you will see the screen below

4. Change “Search within” drop-down box to “All distribution groups”
5. Once “All distribution groups” is selected, type the name of the distribution group in the “Search for” box. For best search results, copy/paste the entire title of the choice listed below.

   a. Your choices are:
      - VHA ORD ORPPE R&D Committees
      - VHA ORD ORPPE R&D Committees
      - VHA ORD ORPPE R&D Committees
      - VHA CO 14RD Research IRB Administrators
      - VHA CO 14RD IRB Chairs
      - VHA ORD ORPPE Small IRB
      - VAIRRS Administrators
      - VAIRRS End Users

6. The distribution List will appear
7. Select distribution list, then click on the “Join” button. (Note- you can also leave a group in this step by selecting the icon “Leave” to the right of “Join”)

8. The dialog box will appear. Click submit to join the listserv

9. Within 5 business days you will be approved to join the listerv
   a. You will receive an email confirming that you have been added to your distribution list of choice.