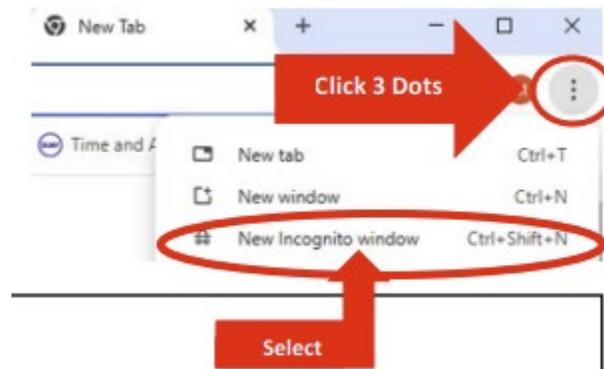


How to Register and Sign into Binghamton's PACS

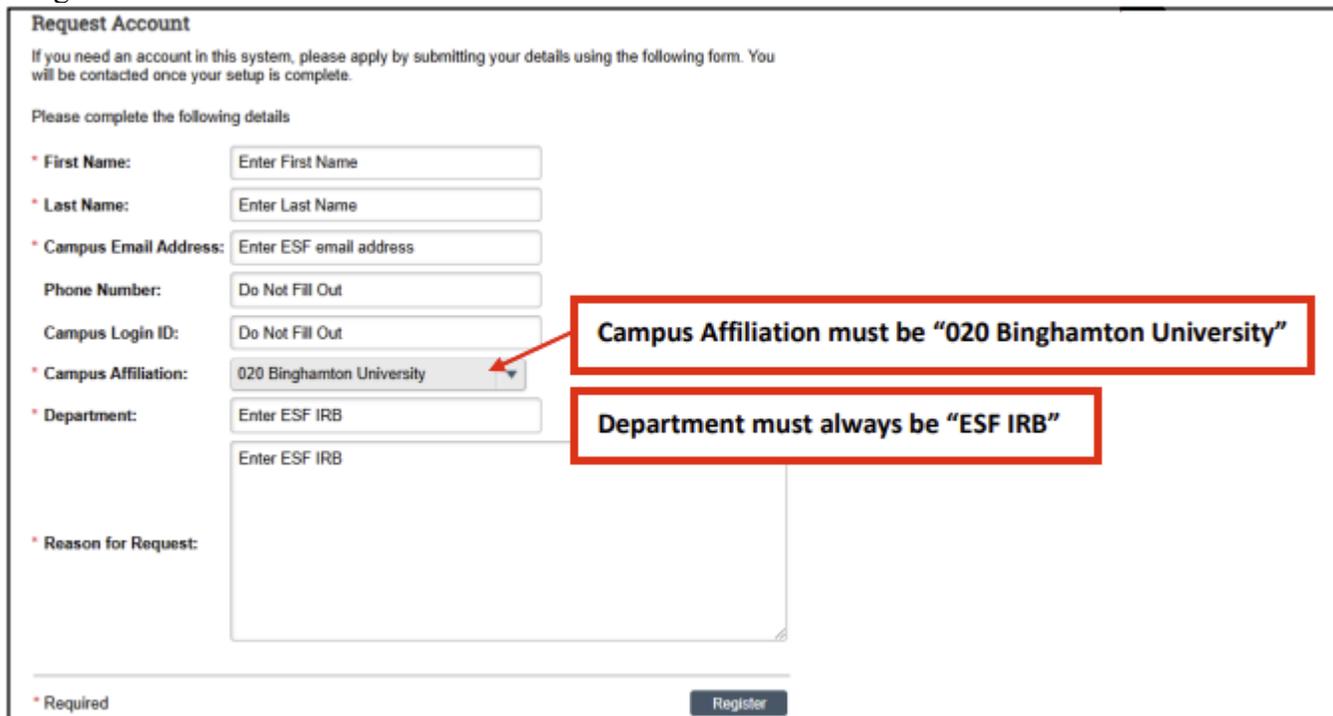
Important Note: You may already have an ESF PACS account which is why it is **very important to access Binghamton's PACS instance from an incognito window in your web browser or you must clear your cache/search history.** If you do not do this, you will have issues registering and logging into PACS.

Registration Instructions

1. Open Google Chrome internet browser.
2. Clear cache/history and/or use incognito window (Ctrl + Shift + N) or use visual instructions below, and use the following [link](#) (see full URL at the bottom of the page).



3. To request an account, fill in the webform as instructed in the screenshot below and select "Register".

A screenshot of a webform titled 'Request Account'. The form contains several input fields: 'First Name', 'Last Name', 'Campus Email Address', 'Phone Number', 'Campus Login ID', 'Campus Affiliation', 'Department', and 'Reason for Request'. The 'Campus Affiliation' dropdown menu is set to '020 Binghamton University'. Two red callout boxes are present: one pointing to the 'Campus Affiliation' dropdown with the text 'Campus Affiliation must be "020 Binghamton University"', and another pointing to the 'Department' field with the text 'Department must always be "ESF IRB"'. A 'Register' button is located at the bottom right of the form.

4. Once you fill in the registration information, you will receive an email from BinghamtonPACS@rfsuny.org with your User Name and Temporary Password. You

will be prompted to create a new password after the 1st login. If you do not receive this email, please check your Spam folder.

How to Log into PACS for Binghamton IRB Access

1. Open Google Chrome internet browser.
2. Clear cache/history and/or use incognito window (Ctrl + Shift + N) or use visual instructions above, and use the following [link](#).
3. Fill in User Name from the email noted in item #4 above.
4. Password will always be the password you created after you log in the first time using the temporary password from the email noted above in item #4. DO NOT use your ESF PACS password or @esf.edu username. It will not work.



The image shows a 'Local Login' form with two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a 'Login' button. To the right of the input fields is a red-bordered box containing the following text:

- **Do not use @esf.edu in User Name**
- **Do not use ESF PACS Password**