How to request a BuckeyeBox account:

1. Go to my.osu.edu and log in with your Ohio State username and password. Click the Log in button.

2. Select the BuckeyeBox link on the left side.
3. Read the BuckeyeBox Terms and Conditions, then click I agree.

4. Click the Submit button.

**Assent**

Use of the BuckeyeBox service indicates acceptance of these terms.

**By choosing “Submit”**

- I am verifying that I have read and agree to all BuckeyeBox Terms & Conditions, and understand they are subject to change without notice.
- I understand that BuckeyeBox may not be used to store restricted or protected information at any time under any circumstances.
5. After submitting, you will be directed to the confirmation page. You will be contacted via email when your BuckeyeBox account is active and ready to use.
How to change system settings:

It is recommended that IRB members use Google Chrome, Mozilla Firefox, or Safari as web browsers when using BuckeyeBox (Internet Explorer is not recommended for the best experience).

The following settings will help to improve the BuckeyeBox review experience:

1. When logged into BuckeyeBox, go to your account settings by clicking on the arrow next to your name in the top right corner of the screen and selecting “Account Settings” from the dropdown menu.

2. Once in your Account Settings, you will see several tabs across the top of the screen, as below.

3. Select the “Notifications” tab. On this page, uncheck all of the boxes which are checked in the notifications box. This will prevent you from receiving unnecessary emails when activity occurs in the BuckeyeBox folders. Per your own preference, you can also uncheck the boxes in the General Emails section.

4. Select the “General” tab. For the option, “Items per page on All Files,” select “100” from the dropdown menu. This will help to limit the page sorting of material in your BuckeyeBox folders.