

## **REGISTRATION INSTRUCTIONS FOR CITI TRAINING**

All Key Personnel are required to complete CITI training to participate in human subject research. These instructions are provided to aid in registering for and beginning your CITI training. If you have questions about the registration process, you may contact the IRB office at [IRBOffice@aah.org](mailto:IRBOffice@aah.org) or contact the CITI support staff at [support@citiprogram.org](mailto:support@citiprogram.org).

### **REGISTRATION**

- The CITI web site can be found at [www.citiprogram.org](http://www.citiprogram.org). Once at the Home page, click on **Register**. (If you have previously registered, you may enter your username and password to re-enter the online course). If you are unable to recall your username and password contact the CITI support staff at [support@citiprogram.org](mailto:support@citiprogram.org).
- On the next page, you will be asked to select your institution, please choose **Aurora Health Care**.
- After you've selected Aurora Health Care you'll be asked to check that you agree to the "Terms of Service" and that you affirm your affiliation with Aurora Health Care.
- Next, you'll click Continue to Create your CITI Program Username and Password.
- After you've completed your registration you will be asked to pick a course. In Question 1 please select **Biomedical – Initial OR Social Behavior – Initial** (these terms are defined in the Glossary on the [RSPP website](#)). You should select the course that best fits what type of research you will be doing. Note that if you eventually participate in both Biomedical and Social Behavioral research you will be asked to complete both courses. Questions 2 & 3 should be answered "Not at this time".

### **BEGINNING CITI TRAINING**

Once you've selected your course, you will be taken to the Learners Menu page. Your name will be displayed at the top of the screen. Aurora Health Care will be displayed under "Main Menu" If either of these is incorrect, contact the CITI support team before proceeding. The Learners Menu page will also be your starting point for any future visits to the CITI web site.

- To begin your CITI training, click on the name of the course you registered for. Before you begin the modules you will be asked to complete **The Integrity Assurance Statement**. You do not have to complete the entire course at one time – CITI will 'remember' which modules you have completed. You can track module/course completion in your **Grade Book**.
- Modules must be completed in the order given. To obtain access to a module, click on title of the module.
- There is a quiz for most of the required modules. You must correctly answer 80% of the quiz questions to successfully complete the module.
- When a module is successfully completed the date of completion is given in your Grade Book. Incomplete modules are noted as such.

### **COMPLETION CERTIFICATE**

Once you have completed the required modules, please keep a copy of the report for your records. The IRB office will verify that you have completed the training.