

# Instructions to Complete CITI Human Subjects Research Course

- Log into CITI:** If you are a first-time user, go to <https://www.citiprogram.org> and click on the "Register" button located in the blue log-in box to the right of the homepage. Follow the on-screen instructions to select your organization affiliation (Presbyterian Healthcare), create a username and password, and complete your profile.
- Selecting Learner Group:** After registering/logging on and affiliating with Presbyterian Healthcare, choose a learner group based on your research role (e.g., Biomedical Research Investigators, Social-Behavioral Research Investigators, IRB Members).
- View/Complete CITI Courses:** Click on the course title to view your selected course(s) and complete the required modules.
- Status/Print CITI Completion Report:** Once the course has been completed and passed, the status will read "Passed." Then you will be able to print a completion report. Save the completion report as a .pdf to upload with your IRBNet submission.  
  
*Note: If **Status** does not say "Passed," you must complete the required modules in the course.*
- Change Course Selection:** To update your course selections, choose "Add a Course or Update Learner Groups."
- Instructions Page:** Click the "View instructions page" link for assistance.

The screenshots illustrate the following steps:

- Step 1:** The CITI Program homepage with the "Register" button highlighted in the blue log-in box.
- Step 2:** The "Select Your Organization Affiliation" page with a search bar for "Presbyterian Healthcare".
- Step 3:** The "Select Curriculum - Presbyterian Healthcare" page with the "View Instructions page" link highlighted.
- Step 4:** The "Human Subjects Research" question page with radio button options for "Biomedical Research Investigators", "Social & Behavioral Research Investigators", "IRB Members", "Students conducting no more than minimal risk research", and "Not at this time".
- Step 5:** The "Presbyterian Healthcare Courses" table showing the "Biomedical Research - Basic/Refresher" course with a status of "Passed" on "03/05/2015".
- Step 6:** The "My Learner Tools for Presbyterian Healthcare" page with the "View Instructions page" link highlighted.

For further assistance, contact the Human Research Protections Office at 505-841-1436



## Human Research Protections/IRB

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