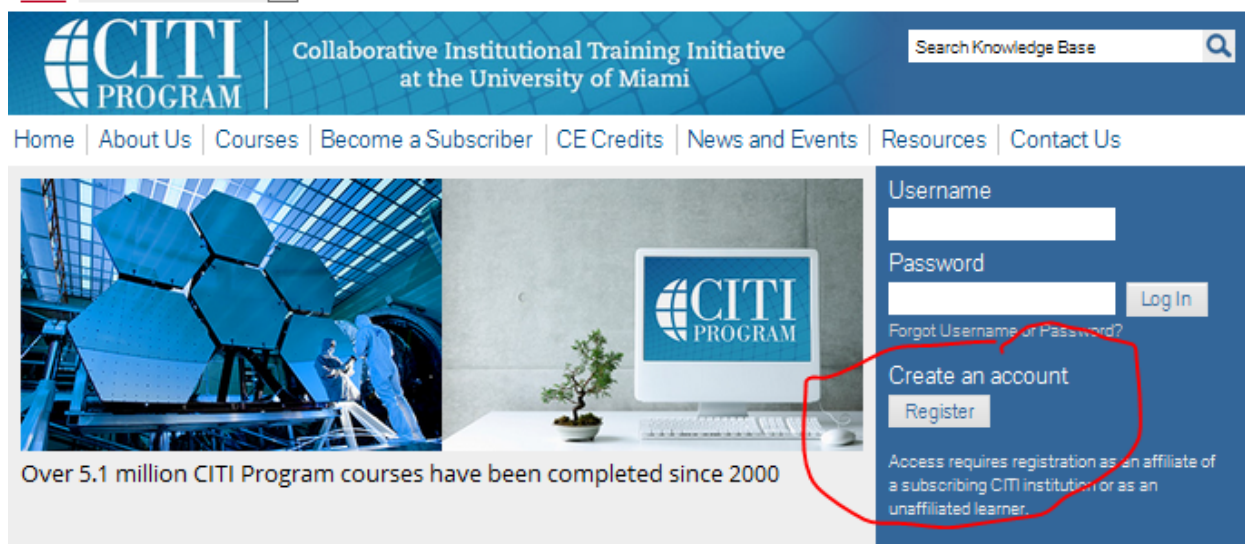


## Steps for Creating a CITI Account and Completing the Human Subjects Research Training

PLEASE BE SURE TO FOLLOW THE DIRECTIONS BELOW IN ORDER TO SELECT THE CORRECT TRAINING, AS IT IS A BIT CONFUSING. IF YOU HAVE QUESTIONS, PLEASE CALL THE HIRB OFFICE AT 410-516-6580 BEFORE YOU BEGIN THE TRAINING.

1. Go to: <https://www.citiprogram.org/Default.asp>
2. If you already have a CITI account, sign into your account and click on the course to complete the course, or select "Add a Course or Update Learner Groups" to add another course. Next, skip to step 5.
3. If you are new user to the CITI Program, register to create an account by clicking on **New Users** [Register Here](#). Complete the registration process. Make sure you select **Johns Hopkins University** as your institution, then enter your personal information and create your username and password. Please be sure to record this information as you will need it to log back into the system if you do not complete the training all in one sitting or if you later need to access your completion certificate.



The screenshot shows the CITI Program website header with the logo and navigation menu. Below the header is a banner image of a computer monitor displaying the CITI Program logo. To the right of the banner is a login and registration form. The form includes fields for Username and Password, a Log In button, a link for 'Forgot Username or Password?', and a 'Create an account' section with a Register button. A red circle highlights the 'Create an account' section. Below the banner, there is a text box stating 'Over 5.1 million CITI Program courses have been completed since 2000'.

### CITI Program Announcements

- [Using the New CITI Program Website \(August 2013\)](#)
  - [CITI Program Quarterly Newsletter \(July 2013\)](#)
  - [Updated Responsible Conduct of Research Content \(June 2013\)](#)
  - [New Human Subjects Research Refresher Courses \(April 2013\)](#)
  - [CITI Program Quarterly Newsletter \(March 2013\)](#)
  - [New Module for Site Administrators: Using CITI Program Content \(February 2013\)](#)
  - [Are You Thinking About Participating in a Research Study? Read CITI's Module for Research Participants \(January 2013\)](#)
- [More...](#)

### Help & Support

- [How do I register?](#)
- [Merge duplicate accounts](#)
- [I forgot my Username or Password](#)
- [More...](#)

**\* Select An Institution**

\* indicates a required field.

Choose your institution from the appropriate dropdown menu. Choose only one institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions  
Johns Hopkins University

Veterans Affairs

Department of Energy

HIV/AIDS Network Coordination (HANC)

Canadian Institutions

India Participating Institutions

Korea Participating Institutions

[I am not affiliated with a participating institution. I would like to register with CITI as an independent learner. \(Fees apply.\)](#)

[My institution is not listed as a participating institution. Click here for information on how to subscribe as a participating institution.](#)

4. You will be asked to complete some basic member information and if you are interested in receiving Continuing Education credits (you can select “no”) and then some more registration information. When asked which course you plan to take, select “Basic Human Subjects-Social & Behavioral Focus”.

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

\* Which course do you plan to take?

Home Phone

\* Position at JHU

[Continue to Step 7](#)

- The system will guide you through a series of questions to determine which course is appropriate for you. **Choose, “Yes, I need to take the training in Human Subjects Research (HIRB Training)”**. **You DO NOT need to complete the Responsible Conduct of Research (RCR) course for IRB purposes.**

*If you choose to complete the RCR Course, you will still need to complete the Basic Course in the Protection of Human Research Subjects for IRB purposes.*

Please look below to guide you through the correct selections.

## CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

Choose all that apply

Yes, I need to take the training in Human Subjects Research. (HIRB training).

Yes, I need to take the course on Responsible Conduct of Research (RCR).

DO NOT select this option for HIRB purposes

Next

6. On the next screen, if you have not previously completed the Basic Course, select the Basic Course. If you are renewing your certification because you have completed the basic course over 5 years ago, please select the Refresher Course.

## CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

Choose one answer

NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

Yes, I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course, the IRB will require that you to come back to the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).

Next

7. On the next screen, you will be prompted to select your curriculum.

Select [Social & Behavioral Research Investigators](#) if you are submitting an **expedited** application.

If you have reviewed the exempt checklist on the HIRB website and you feel your research fits into one category, or have been told your research will be Exempt, select [Exempt Research](#). Please note that if your research is determined to not be exempt, you will need to complete the [Social & Behavioral Research Investigators module](#) as well.

If you are conducting research only as part of a classroom activity, select [Classroom Protocols](#).

**\* Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the Basic Course for that group.**

Choose one answer

**Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

**IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

**Data or Specimens Only Research**

**Exempt Research**

**Classroom Protocols**

Next

8. The IRB does not require you to complete the Good Clinical Practice (GCP) course.

**\* If you want to take Good Clinical Practice (GCP) please make your selection below.**

Choose one answer

**Good Clinical Practice (GCP)**

**No, thanks.**

Next

9. Select "Finalize Registration" and check your email to complete your registration.

If you already had an account and just added a new course, click on the name of the course you just registered for, then skip to step 11.

CITI - Learner Registration

Your registration with Johns Hopkins University is complete. You must make a selection below to continue.

[Affiliate with another institution](#)  
[Finalize registration](#)

10. Log into the system from the link sent to you in the email. This will bring you back to the main page. Click on the title of the course you registered for and then complete your selected course. You do not have to complete the course all in one sitting; you are allowed to use multiple log-on sessions. The minimum "passing" aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.
11. Print out a copy of the completion certificate for your files by clicking on the "Print Report" link. You should also save a copy to your computer as well. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report or take the other offered courses.

Johns Hopkins University Courses			
Course	Status	Completion Report	Survey
Exempt Research	Passed 07/27/2009	<a href="#">Print Report</a>	<a href="#">Take Survey</a>

My Learner Tools for Johns Hopkins University

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)