# HOW TO COMPLETE THE CITI TRAINING TUTORIAL

### <u>Step I</u>

Log onto the CITI Program at: <u>https://www.citiprogram.org/</u> Once there, you will see the following screen. You will click "Register" to sign up.

USA - English	▼ Text Size: A A	Log In   Register   Help
	Collaborative Institutional Training Initiative	Search Knowledge Base
Home About Us	Subscribing Online Courses CMEs/CEUs News	Contact Us
		Username
CLINICAL (CTBC) CO	TRIAL BILLING COMPLIANCE	Password Log In Forgot Username or Password?
		Log in through my institution Log in via SSO
A lositon for the former of th	ar o will	Create an account Register
	a sold and and a sold and a sold and a sold and a sold a s	Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.
Over 10 million CIT	I Program courses have been completed since 2000	

## Step II

Search for Vanderbilt University. Next, check the box to agree to the terms of service. Click "Continue to Step 2" to move forward.

	CITI - Learner Registration	
	Steps: 1 2 3 4 5 6 7	
	You must make a selection below.	
	Select Your Organization Affiliation	
	Search for organization: Enter full or partial name 😡	
	Vanderbilt University	Can't find your institution? It may use Single Sign On. Check here.
	To find your organization, enter its name in the box abo "Continue to Step 2" button immediately below. To clear	ve, then pick from the list of choices provided. If the selection is correct, click the r your selection and try again, click the "Search Again" button.
$\rightarrow$	✓ I AGREE to the Terms of Service for accessing CITI Pr	ogram materials.

# <u>Step III</u>

Next, complete steps 2-6 in CITI to setup your account. For step 7, choose "I would like to view courses available for Human Subjects Research" and choose "I need to complete a basic course."

#### Step IV

If you are key study personnel on a research project in the biomedical field, then choose **Group 1: Biomedical**. If you are on a project in the Social/Behavioral field, then choose **Group 2: Social Behavioral.** Next, click "Finalize Registration."

ITI - Learner Registration
Steps: 1 2 3 4 5 6 7
dicates a required field.
Human Subjects Research
elect the group appropriate to your research activities.
Choose one answer
Group 1: Biomedical Research Investigators and Key Personnel. 4 required modules
Group 2: Social Behavioral Investigators and Key Personnel - 4 required modules
Community Research
GCP and Health Privacy

### <u>Step V</u>

Click on your Group's name and begin the modules. You do not have to be complete all modules in one sitting. You may take a break and complete additional modules when you are ready. You need a combined score of 75% or better to pass. If you fail to attain 75% or better, then you must retake the course.

Ourse	Status	Ompletion Report	😡 Survey
roup 1.Biomedical Research Investigators and Key Personnel.	Not Started	Not Earned	
My Learner Tools for Vanderbilt University			
Add a Course			
Remove a Course			
View Previously Completed Coursework			
Opdate Institution Profile			
View Instructions page			
Remove Affiliation			
Click here to affiliate with another institution			
Affiliate as an Independent Learner			

