1) Go to <u>https://about.citiprogram.org</u>

- a) If you have **not registered** before, then click on the white "**Register**" button located at the top right corner of the CITI program page.
 - i) Please use your @vanderbilt.edu email address to set up your CITI account.
- b) If you <u>have registered</u> previously, then click on the blue "Log in" button located at the top right corner of the CITI program page.
 - i) Please make sure that your @vanderbilt.edu email address is your primary email in your CITI account.

						Support FAQ	Contact Us About Job Board	
	Solutions	Catalog -	Organizations -	Individuals -	Q	Register	Log In	
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- 2) Once registered & logged in:
 - a) There is a section called "Institutional Courses"
 - b) If Vanderbilt University is not listed, then click on the white button: Add Affiliation located next to the question: "Would you like to affiliate with another institution?"
 - i) Follow the prompts to add Vanderbilt University as your institutional affiliation

montunonui cou	rses
Institutional Courses are available to learners who have more subscribing institutions. If an institution with whi listed, you may want to <u>add an affiliation</u> . If you are no institution, you may want to <u>remove an affiliation</u> .	an affiliation with one or ch you are affiliated is not longer associated with a listed
	View Courses
Would you like to affiliate with another Institution?	Add Affiliation

- c) If/once Vanderbilt University <u>is listed</u>, then there will be a blue button: View Courses available to click on click on it.
 i) If you have not accessed CITI lately, you may be asked to review your Profile. Review it, make any updates, then
 - click on the blue button: Update.

 Institutional Courses

 Institutional Courses

 Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to add an affiliation. If you are no longer associated with a listed institution, you may want to remove an affiliation.

 George Washington University
 View Courses

 Vanderbilt University
 View Courses

Would you like to affiliate with another Institution? Would you like to remove an existing affiliation?

- d) After clicking on View Courses, you are taken to your Vanderbilt University courses page. You may have up to three
 - sections: "Active Courses," "Courses Ready to Begin" and "Completed Courses"
 - i) Start by reviewing section Courses Ready to Begin:
 - (1) Do you have either of the two below currently listed?
 - (a) if **Group 1.** *Biomedical Research Investigators and Key Personnel* is available with a blue **Start Now** button, click on the button.

Remove Affiliat

- (i) This take you to the **Required Modules** page Step 2.i. below
- (b) if **Group 2.** Social Behavioral Investigators and Key Personnel is available with a blue **Start Now** button, click on the button.

- (i) This take you to the Required Modules page Step 2.i. below
- (2) If <u>neither option is already available</u>, then scroll down to the bottom of page to the gray box: Learner Tools for Vanderbilt University.
 - (a) Click on the "Add a Course" link

Learner Tools for Vanderbilt University	
• Add a Course	
Remove a Course	
View Previously Completed Coursework	
Update Institution Profile	
View Instructions Page	
Remove Affiliation	

- e) From the Add a Course option, you are taken to the a page called: Select Curriculum (Vanderbilt University).
 - i) Scroll to the bottom of this page
 - ii) Choose the first option: "I would like to view courses available for Human Subjects Research"
 - iii) Click on Next

Select Curriculum Vanderbilt University	Select Curriculum Vanderbilt University
Please choose the appropriate course path(s) based on your research needs. Note:	
If your human subject's training has been expired for more than two years, you will need to complete the Basic Biomedical or Social Behavioral course. A	
Refresher course will not be accepted.	
This question is required. Choose all that apply.	Human Subject Research
I would like to view courses available for Human Subjects Research.	This question is required. Choose one answer.
I would like to view courses available for Lab Animal Welfare.	
I would like to view courses available for the Responsible Conduct of Research.	I need to complete a basic course.
I would like to take the Good Clinical Practice course.	I need to complete a refresher course.
I would like to take the Conflict of Interest course.	You must have previously completed an approved basic course in order to
I would like to take the Clinical Trial Billing Compliance course.	receive credit for completing a refresher course
I would like to take the CCP and Pacies of Health Privacy course.	receive create for complexing a remeater course.
I would like to take the GCP and basics of health Privacy Course.	
Start Over Next	Start Over Next

- f) Continuing on page: Select Curriculum (Vanderbilt University), you choose to complete the **basic course** or a **refresher course**:
 - If you have <u>not taken</u> a Human Subjects Research CITI course before, or you have <u>not taken</u> a Human Subjects Research CITI course for Vanderbilt University before, then choose the 1st option ("I need to complete a basic course.")
 - ii) If you <u>completed</u> the basic or a refresher course <u>for Vanderbilt University</u> previously, then choose the 2nd option ("I need to complete a refresher course.")
 - iii) Click on Next
- g) Continuing on page: Select Curriculum (Vanderbilt University), you choose the group that fits your research activities:
 - i) <u>Please note</u>: Group 2: Social Behavioral Investigators and Key Personnel is the preferred group to select.
 - (1) However, if you previously completed the CITI modules for Group 1: Biomedical Research Investigators and Key Personnel, then you can continue with Group 1 and complete the refresher course for Group 1.
 - ii) <u>Please note</u>: in **step 2.f.** above, **if** you chose "basic course" when you have already completed the "basic course" previously, after clicking on **Next**, you will come to a page with the following statement:
 - (1) Your answers to the previous questions have placed you in Group (1 or 2 with group's name), Stage 1. Basic Course. Your previously completed coursework in this group places you in Stage 2. Please choose your proper placement for Group (1 or 2 with group's name).
 - (2) If you continue with **Stage 1. Basic Course**, the system will allow you to re-take the <u>full</u> Basic Course, essentially removing completion of the Basic Course previously completed.

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- (3) At this point, if you previously completed the Basic Course for Vanderbilt University, then click on option: **Stage 2. Refresher Course**.
- (4) Click on Submit

Select Curriculum Vanderbit University	
Human Subjects Research Select the group appropriate to your research activities. This question is required. Choose one answer. Group 1: Biomedia Research Investigators and Key Personnel. 4 required modules Computer Second Research Computer Second Research Investigators and Key Personnel - 4 required modules Community Research GCP and Health Privacy	Your answers to the previous questions have placed you in Group 2.Social Behavioral Investigators and Key Personnel Group. Stage 1. Basic Course. Your previously completed coursework in group places you in Stage 2. Refresher Course. Please choose your proper placement for Group 2.Social Behavioral Investigators and Key Personnel Group: a Stage 1. Basic Course O Stage 2. Refresher Course
Start Over Next	Submit

- h) You are taken to page: Required Modules (Page Heading: Group #: Name of Group)
 - i) Click on the blue **Start** button to complete the first of the required Modules.
 - ii) Complete each of the Modules listed until you have completed them all.
 - iii) There will be content and quizzes to complete for each Module.

After you have completed a basic or refresher course, your course completion will be added to your VERA profile automatically. If you do not have VERA access, please send a copy of your CITI certificate to the study PI to include in the IRB submission.