

CITI Program Screen-by-Screen Instructions

In order to facilitate your completion of the requirements, we provide the following guidelines.

If you are a first-time user, register for the course. From the Home Page, choose **New Users, "Register Here."**

Tips for each subsequent screen follow: (each section corresponds to a screen)

- A. Choose your institutional affiliation. Choose a Security Question and Answer. This Security Question feature will allow learners to reset their passwords without intervention from the help desk. This will be of great benefit for the learners especially when they are unable to log in outside CITI business hours. Choose a Username and Password. Enter your LSUHSC-NO e-mail address; we recommend entering a secondary e-mail address as well. If you forget your username or password, and cannot access your LSU e-mail account, CITI will e-mail the information to both your preferred email address and your secondary email address.
- B. Provide contact information required by your institution (categories denoted by an asterisk), including your LSU department. The **Which course do you plan to take?** and **Role in human subjects research** pull-downs are for our information only, and do not determine your Learner Groups.
- C. Select your curriculum from Questions 1. and 2. The type of research you are doing will determine your required Learner Group(s). Learner Groups are comprised of a number of modules. If you are doing more than one type of research, you will be required to complete more than one Learner Group. You may only select one group at a time from Questions 1. and 2.; complete that group, and then return to this screen to select another group. **If you have received an e-mail from CITI informing you that your course has expired, choose the Refresher course.** Question 3. is specific to the IACUC—please refer to the IACUC website for instructions.

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| Question 1 |
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- a. Biomedical Research and Refresher courses: Choose this group if you are involved with:
 1. clinical trials
 2. drug or device trials
 3. any medically-oriented investigation
 4. tissue use or banking

5. retrospective medical chart review
- b. Social & Behavioral Research and Refresher courses: Choose this group if you are involved with:
 1. The use of a survey or questionnaire, focus group, interview, etc
 2. Psychological or other testing
 3. Educational intervention
 4. Epidemiological reviews
- c. IRB Members: Choose this group if you are an IRB member.
- d. L3 Course is reserved for a particular class.
- e. Supplemental Training Social/Behavioral Learner Group—IRB: You will be instructed if this course is required.
- f. Inter 220—Ethics in the Biomedical Sciences is reserved for a particular class.
- g. Supplemental Training HIPAA/Biomedical Learner Group—IRB: You will be instructed if this course is required.

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| Question 2 |
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Good Clinical Practice and Refresher courses: Choose the pertinent group if you are involved in FDA-regulated research. For drug or biologic use choose Drug Development. For device use choose Device Development. Skip this section if neither applies to your research.

Click "Submit."

- D. You will be given the opportunity to register with another institution (e.g., the local VA or the institution of a collaborator). This is a convenient option, since once you have completed a particular module, your completion information will automatically transfer to the same module listed for all institutions with whom you have affiliated.
- E. You are now at your Main Menu screen. Scroll to the LSU section. Your chosen group(s) will be listed as either **Not Started - [Enter](#)** or **Incomplete - [Re-enter](#)**. Click [Enter](#) or [Re-enter](#). The modules will then be displayed. If you have taken modules previously, and within the past 3 years, those modules will display as **Completed**, with the date. You must complete [The Integrity Assurance Statement](#) before being allowed to access the modules. Each module will become available as the prior one is completed. Taking the quiz at the end of each module completes that module. You may sign on as many times as you like to complete a Learner Group.

In each Learner Group, Elective modules are listed following the required modules. You must **complete at least one elective module** in order to complete the Learner Group. If your research will involve any of the vulnerable groups or types of research listed in the elective modules you will be required to complete these before IRB approval will be given for your protocol.

A cumulative 80% passing grade is required. You may return to a module and re-take the quiz if you are not satisfied with your grade. Once completed, your Learner Group will be listed as [Passed](#) with the date, and [Print](#). You will no longer be able to access this actual Learner Group, but if you click on [Optional Modules](#) towards the bottom of the LSU section, you can access ALL modules pertinent to that discipline. If your research requires more than one elective, this is the point at which you would access the modules you need. You may now print your Gradebook. CITI sends an e-mail of your actual Gradebook to LSUHSC-NO IRB. At this point you may return to your Main Menu.

- F. If you would like to register for another Learner Group, click on [Add a course or update your learner groups](#) and follow the instructions in “C.” above.

Helpful Hints

- We have created a database to track the Learner Groups which you will be required to complete, according to the type of research with which you are involved. We will note the date on which you complete each Group. If there is a group or a module which you have not completed, we will notify you. Studies cannot be approved or re-approved until all training requirements are met by all study team members.
- If you have taken CITI training previously at another institution, log on with your current Username and Password, and affiliate with LSUHSC-NO. You may change your Username, Password, or e-mail at will. You may also un-affiliate and re-affiliate as you like. The CITI system will remember all of your information and simply reinstate you with your same status if you re-affiliate with an institution from which you had previously un-affiliated. Just be aware that the pertinent institution will receive an e-mailed version of your gradebook upon [completion](#) of a Learner Group.
- **No new or re-approval IRB applications will be approved unless CITI requirements have been completed by all study team members.**