

How to Register for CITI Training for First-Time Users

The training program can be accessed at <https://www.citiprogram.org/default.asp>.

Once you are on the site, you will need to:

- Click on “New Users: Register Here”
- At next page, under #1, choose “Lankenau Institute for Medical Research” from the first drop-down menu. Ignore other drop-down menus.
- Provide required information for #s 2, 3 and 4, following directions to create **your own user name and password** and click “**Submit**”.
- Enter your name and email address, plus your email a second time. **Submit**.
- Enter your “Member Information” at the “*” signs.
- Under “Member Information”, the item “Which course do you plan to take?”(which has an “*” next to it), click on the drop-down menu:
 1. If you are working with Human Subjects and have a Biomedical orientation, choose either:
 - a. The Basic Course (“Biomedical Basic Human Subjects”), if you have not taken any coursework previously
 - b. The Refresher Course for those working with Human Subjects, “Biomedical Research Investigators and Key Personnel” if you are taking the course again after the 3-year expiration date.
 2. If you are working with Human Subjects and have a Social/Behavioral orientation, use the guidelines above for Biomedical.
 3. If you work with Animal Subjects, select “Laboratory Animal Welfare”.
 4. Select “Other”, if you will work/do work with “Data and Specimens Only”
 5. Select “Other”, if you will work/do work with “IRB Member and Staff”
- Continue to bottom of page and click on “Continue to Question 1 at this time”.
- On the next page, answer questions regarding whether you will be working with :
 1. Animal Subjects
 2. Basic courses on Human Subjects
 - a. Group 1, Basic course, Biomedical
 - b. Group 2, Basic course, Social Behavioral
 - c. Group 3, Basic course, Data or Specimens Only
 - d. Group 4, Basic course, IRB Members and Staff
 3. Refresher courses on Human Subjects, for those previously having completed the Basic courses---follow the pattern of the 4 groups, in #2, above.

Click on the bullet of the course that applies to you.
- On next page, under “My Courses”, see “Status” highlighted in red. Click on “Enter”.
- Go to the next page and start taking the course modules (sections).

All modules must be completed and passed with a score of 80 or better.

When complete, print out a completion report for your own records. The Office of Research Affairs will be notified electronically of your completion.

It is not necessary to complete the training in one sitting. You can leave the program and return later by re-entering with your user name and password.

THANK YOU VERY MUCH FOR YOUR PARTICIPATION