

## ***Instructions for Mt. SAC's Required IRB Training***

### Collaborative Institution Training Initiative (CITI) Program

#### Creating an Account

Step 1: Visit [www.citiprogram.org](http://www.citiprogram.org)

Step 2: On the right-hand corner, click on “Register” to create an account. You will be asked to enter the following information:

- a. Participating Institution [Scroll down until you find Mt. San Antonio College]
- b. Personal Information
  - i. First Name, Last Name, e-mail address, and secondary e-mail address.

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/members/index.cfm?pageID=79>. The page title is "CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami". The user is logged in as "Minerva Avila ID: 3754987". The page displays a registration form titled "Please provide the following information requested by Mt. San Antonio College". The form includes fields for Language Preference, Institutional email address, Gender, Highest degree, Employee Number, Department, Role in research, Address Field 1, Address Field 2, Address Field 3, City, State, Zip/Postal Code, Country, and Phone. A "Next" button is located at the bottom of the form. The footer contains links for Conditions of Use, Copyright and Disclaimer, Privacy Notice, Site Accessibility, Site Index, and Contact Us.

### Register for the Appropriate Courses

Step 3: Once account has been set up, select the appropriate courses by clicking on “Add a Course or Update Learner Groups.” Four courses are displayed:

- a) Human Subjects Research basic course. Please select the research investigator learner group that applies to you (Biomedical or Social/Behavioral or IRB chair/member or students).
- b) Human Subjects Research Refresher course. This is a review so select this course **only** if you have previously taken the Human Subjects Research basic course within the last three years. Select “Not at this time, thank you” if the Refresher course does not apply to you.
- c) Health Information Privacy and Security (HIPS) courses. Select this only if it applies to you.
- d) Responsible Conduct of Research (RCR) course. Please select the research investigator learner group that applies to you (Humanities or Biomedical or Social/Behavioral or Administrators).
- e) Responsible Conduct of Research Refresher course. This is a review so select this course **only** if you have previously taken the Responsible Conduct of Research basic course within the last three years. Select “Not at this time, thank you” if the Refresher course does not apply to you.

Step 4: Once appropriate courses have been selected, click on submit. You will be taken to a page displaying the title of your course(s) and the status.

The screenshot shows the CITI Program website interface. At the top, there's a header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar is visible. Below the header, there's a navigation menu with links: Main Menu, My Profiles, CE Credit Status, My Reports, and Support. A green message box states: "Your request has been successfully submitted." Below this, there's a section for "Mt. San Antonio College Courses". It contains a table with columns: Course, Status, Completion Report, and Survey. The table lists two courses: "Social & Behavioral Research - Basic/Refresher" and "Social and Behavioral Responsible Conduct of Research", both with a status of "Not Started" and "Not Earned". Below the table, there's a section titled "My Learner Tools for Mt. San Antonio College" with links: Add a Course or Update Learner Groups, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. At the bottom, there's a link: "Click here to affiliate with another institution". The footer contains links: Conditions of Use, Copyright and Disclaimer, Privacy Notice, Site Accessibility, Site Index, and Contact Us.

Course	Status	Completion Report	Survey
Social & Behavioral Research - Basic/Refresher	Not Started	Not Earned	
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	

Click on the course you wish to begin.

Step 5: If it's the first time taking a course, you will be prompted to complete The Integrity Assurance Statement.

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/members/index.cfm?pageID=...>. The page header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". The user is logged in as "Minerva Avila" with ID "3754987". The main navigation menu includes "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". The "Assurance Statement" section is highlighted, and the text reads: "CITI Program Conditions of Use include the following provisions. Please read them carefully." The provisions listed are: "Only One Account", "No Account Sharing", "Do My Own Work", "No Quiz Sharing", "No Cheating", and "My Actions Are Logged". Below the provisions, the user is prompted to "Select the appropriate statement then click the Submit button:". There are two radio button options: "I AGREE to the above and the other Conditions of Use for accessing CITI Program materials." and "I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use." A "Submit" button is located below the options. The footer contains links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

Simply click on agree and submit.

Step 6: The first module will be highlighted. Click on it when you are ready to begin. You will be guided as to what module to take and where to click to access the short quiz.