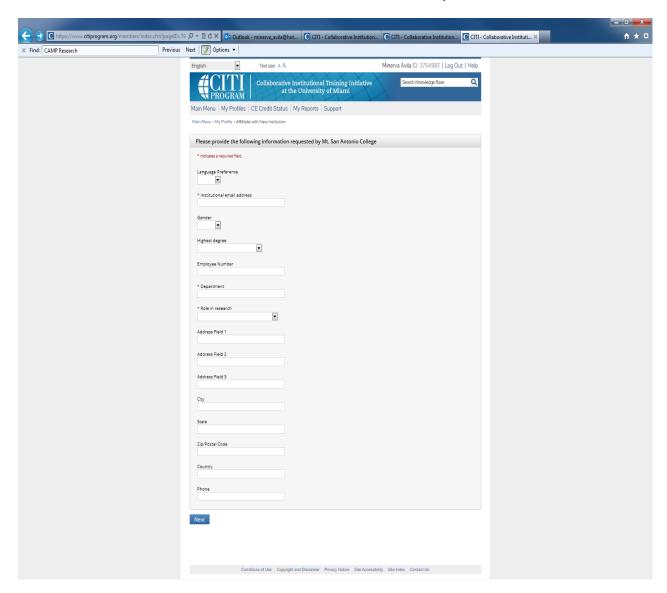# *Instructions for Mt. SAC's Required IRB Training*

Collaborative Institution Training Initiative (CITI) Program

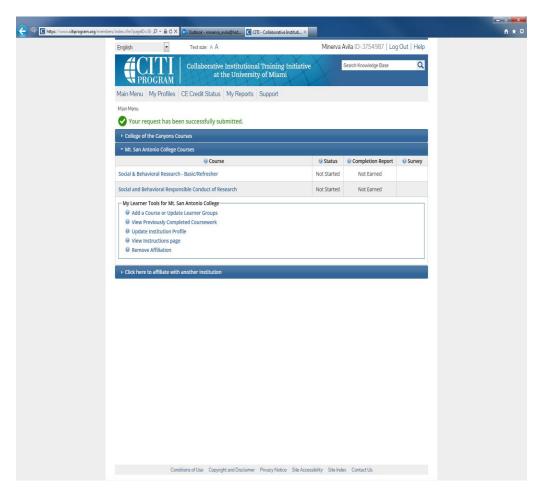<u>Creating an Account</u>
Step 1: Visit www.citiprogram.org

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.
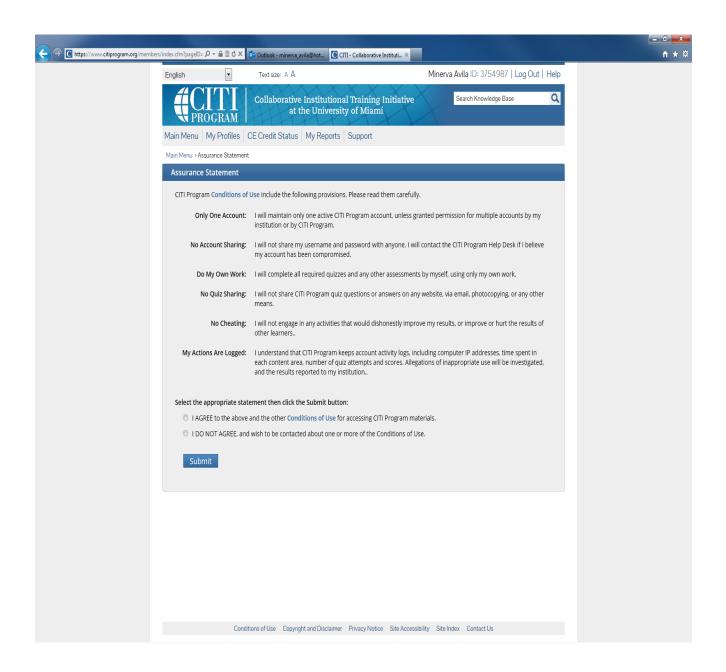
Register for the Appropriate Courses

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.

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.

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.