Instructions for Completing the CITI Online Training Program

→ I have NOT completed ANY online training through the CITI Program before.
If you have completed any kind of training through the CITI Program, please see the next page for directions.

Completing the online training with CITI is easy and convenient. Please follow these directions.

1. To start an account, click on this link: CITI Training or direct your web browser to www.citiprogram.org.
2. On the CITI homepage, click on New Users Register Here.
3. You will be taken to a sign-in page where you will need to complete the following:
   - Question #1: select your Participating Institution from the first drop down list (BRANDEIS UNIVERSITY).
     Leave the other dropdowns blank.
   - Question #2: select a username and password (this may be whatever you would like)
   - Question #3: select a Security Question and Answer
   - Question #4: enter your real name (Please enter your real name, as we can only give you credit for the
     training you have completed if we know who you are!)
   - Question #5: and a valid e-mail address (Please make sure that this is a real, valid e-mail address so that you
     can access your training sessions, even if you forget your password).
   - Question #6: select if you will be using this CITI Course for CMU/CEU credits (the answer will most likely
     be “NO”). If you select “YES”, you will need to pay the $80/credit.
   - Question #7: decide if you would like to participate in a survey at the end of your training by choosing “yes”
     or “no”. Brandeis University is not affiliated with the survey. The survey will come directly from the CITI
     Program.
   - Click Submit.

Disclaimer: All of the information you use to sign up for CITI training will only be used by the Human Subjects in
Research Program at Brandeis University at Brandeis University for the purpose of training verification. It will not be
used or disclosed to any other parties.

4. On the next page, enter the required demographic information. The fields marked with an * are required, but you may
   complete additional information, if you wish. Click Submit.
5. On the next page, you will be asked to select your curriculum.
   - For Question 1: Select Social and Behavioral Research Investigators
   - For Question 2: Select I have not previously completed and approved basic course.
   - For Questions 3, 4 & 5: DO NOT SELECT ANYTHING
6. On the next page, you will see a list of the training modules you will need to complete. Inside each module is a
   selection of lessons. You will read the material and then take the quiz at the end of each lesson. Once all lessons in a
   module have been completed with a passing score (85%), the module will be marked Completed and a report will be
   automatically sent to the IRB Office. You must complete all of the modules and lessons for your online training to be
   complete.
7. We encourage you to complete this training over a number of sessions. The training website will keep track of the
   lessons and modules you have successfully completed, so you can sign in and out as often as you would like.
8. If you have any questions or need technical assistance, please e-mail irb@brandeis.edu or call 68133.
Instructions for Completing the CITI Online Training Program

→ I have previously completed online training through the CITI Program before at another institution or for other research purposes, and I still have an active CITI account.

As you know, completing the online training with CITI is easy and convenient. To sign up for Brandeis Human Subjects in Research training, please follow these directions.

1. To start online training at Brandeis, click on this link: CITI Training or direct your web browser to www.citiprogram.org.
2. On the CITI homepage, sign in using your username and password.
3. You will be taken to the Main Menu page. On this page, click on the link entitled Affiliate with Another Institution.
4. On the next page, select your Participating Institution from the first drop down list (BRANDEIS UNIVERSITY). Leave the other dropdowns blank. Click Submit.
5. On the next page, enter the required demographic information. The fields marked with an * are required, but you may complete additional information, if you wish. Click Submit.
6. On the next page, you will be asked to select your curriculum.
   o For Question 1: Select Social and Behavioral Research Investigators
   o For Question 2: Select any modules you have completed before.
   o For Questions 3, 4 & 5: DO NOT SELECT ANYTHING.
7. On the next page is verification of the courses you have selected. Click on Go Back to Learner's Main Menu to see your course modules. If you have already completed courses with another institution, a Completed will be noted for the course and you do not have to complete the course again.
8. Modules that you need to complete will be noted in red with Not Started or Incomplete.
9. Once all lessons in a module have been completed with a passing score (85%), the module will be marked "Completed" and a report will automatically be sent to the IRB Office. You must complete all of the lessons in all of the modules for your online training to be complete.
10. We encourage you to complete this training over a number of sessions. The training website will keep track of the lessons and modules you have successfully completed, so you can sign in and out as often as you would like.
11. If you have any questions or need technical assistance, please e-mail irb@brandeis.edu or call 6 8133.