Set-up Guide for the initial BASIC training on the CITI Website

This process is not supposed to be painful. The CITI screen designs are a little tricky, but the guide is intended to make set-up easier.   So…

IF AT ANY TIME YOU GET CONFUSED OR WOULD LIKE HELP, please call JR at Ext. 87463 !

Or, send email to jrkrausz@llu.edu
(If I'm not available then, I'll call you back as soon as I get the message.)
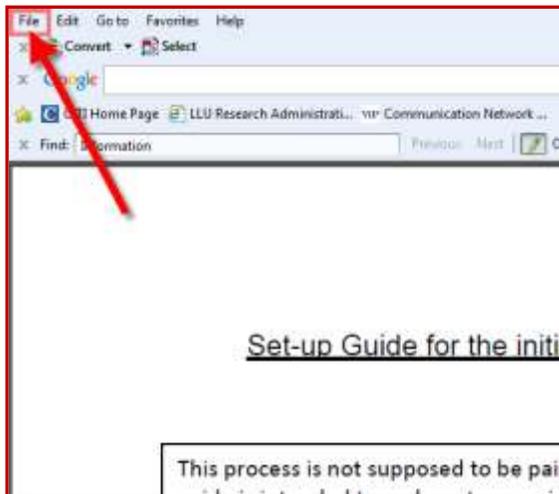
Before you do anything else, please open a duplicate of **these instructions** in another browser window.

For internet Explorer, click the "File" command on the menu as shown in the picture at left. (Your screen will look similar, but not exactly like this.) Select "New Window" from the dropdown menu.

Access the CITI training website ☞   **CLICK HERE**

This will take you to the CITI site. Please rearrange you windows so you can see the CITI website in the window you just opened, and can also see **these instructions** (which should still be open) in another window. That way, you can refer to the instructions as you set-up your training.

On the CITI website, click on "**Click here to register**" or **"Register"** as shown below:
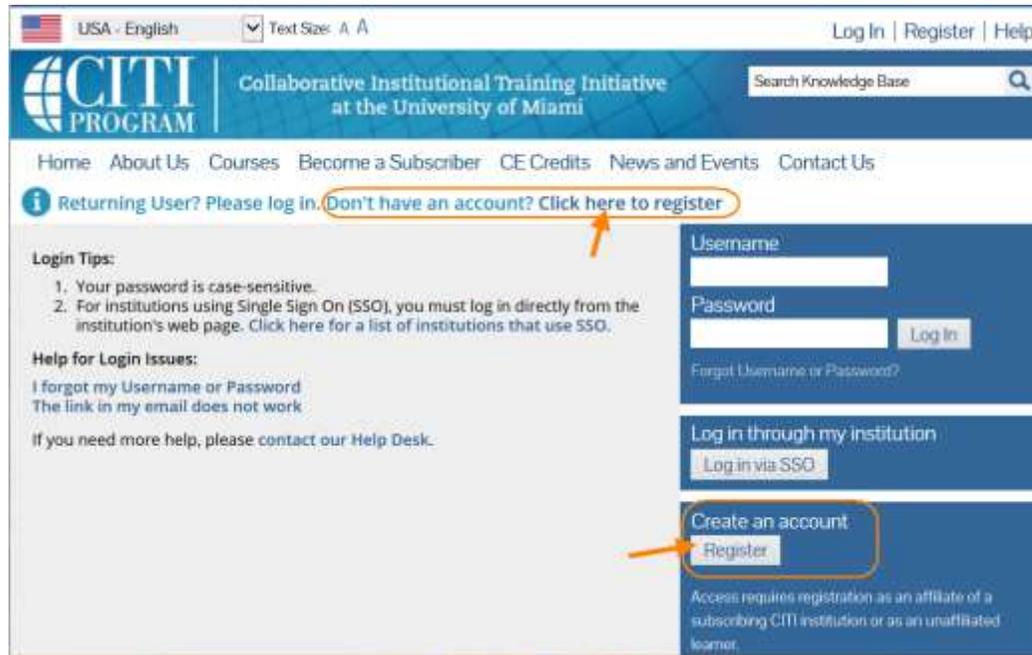
Step 1: Type "**Loma L"** in the box that says Search for Organization. Then,
   a. **Select** "Loma Linda University" from the list that will drop-down.
   b. Make sure that Loma Linda University shows in the box

Steps 2 through 4 are self-explanatory. (When asked for your email address, providing your official LLU email address, if you have one, is recommended.)

Step 5 Refers to receiving *professional* CEU.
   This IS NOT the same thing as the "internal" credit you receive at Loma Linda University Health to fulfill the human research subjects protections training requirement.

   If you want to also receive professional CEUs for completing CITI training, click the appropriate boxes and CITI will provide you the additional information about that. Be advised that CITI (not LLU) does **charge money** for CEU's issued.

Step 6 can be dispensed with quickly by entering the information in only the three *required* fields: institutional email, Department, and Role in Research
(if Department is not applicable, just type "N/A")

Step 7:
Scroll down past the top part that looks like this…

…until you get to where you actually choose which training courses to take:

"Question 1" is for indicating the "BASIC" course to take for your establish your initial certification. (Note: worth 2 years "credit). Just check the appropriate box(es).

☞ If you will not personally have direct contact with research subjects, but will instead deal only with records, specimens and/or other information about subjects, then check the box for "Data or Specimens Only Research"

☞ If you will have direct subject contact, then select Biomedical or Social & Behavioral Research, based on which type of research question is the principal focus of the study.

Refrain from taking one of the Advanced Basic courses until one of the three other BASIC courses has been completed.

CITI Course Enrollment Questions

QUESTION 1

Human Subjects Research
Select the group appropriate to your research activities. You will be enrolled in the basic course for that group.

Choose all that apply

☑ Biomedical Research Investigators

☐ Social & Behavioral Research Investigators

☐ Data or Specimens Only Research

Take all if you like, but only *one* is required.

Advanced Basic Courses
Only eligible after completing one or more of the above "Basic Training courses.

☐ Good Clinical Practice and ICH (GCP): This course consists of 13 modules on GCP and ICH E6 for investigators. This Basic GCP course should not be attempted until the Basic Human Subjects Course is completed.

☐ Health Information Privacy and Security (HIPS)

"Question 2" is for selecting a Refresher Course. This will be relevant a couple years from now when it is time to renew your training. (The refresher courses are shorter than the Basic training you are completing now.)

QUESTION 2

Have you *previously completed* the Human subjects training course in the protection of research subjects at Loma Linda?
If "YES", select the Group for which you have *previously completed* an institutionally approved Basic Course in the Protection of Human Research Subjects.

Choose all that apply

☐ Biomedical Research Investigators (Refresher):

☐ Social & Behavioral Research Investigators (Refresher):

"**Question 3**" is how you can gain access to inspect all the modules across all the trainings for interest or out of curiosity. Please **do not choose these options for certificate credit.** For that, use the checkboxes above under Questions 1 & 2.

QUESTION 3

Question Stem: Section 3 (only for reference use - not for credit) The following checkboxes provide access to all of the training materials in the above section, but in a form for reference only and not for certificate credit. (Quiz competions are disregarded.) To receive institutional credit for training completions, only access course materials by checking the boxes in Sections 1 and 2, above.

Choose all that apply

☐ IRB Reference Resource (Basic): Access all Basic training course modules.

☐ IRB Reference Resource (Refresher): Access all "Refresher" training course modules.

"**Question 4**" has nothing to do with this guide. (It relates to training on the protection of animals used in laboratory research.) If you are required to take such training, please follow the instructions provided by the Animal Care Facility personnel. Otherwise, just skip this section.

After checking the boxes you need to, **scroll to the bottom** of the web page and

Finalize Registration: Click this button ☞ Complete Registration

This will return you to the Main Menu.

Click the course link, as shown below. (Your screen may vary, if you have selected a different "Basic" course, e.g., "Social & Behavioral Research Investigators or other)

English ▼   Text size: A A   Log Out | Help

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami   Search Knowledge Base 🔍

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

▾ Loma Linda University Courses

Course	Status	Completion Report	Survey
Biomedical Research Investigators ←	Not Started	Not Earned	

My Learner Tools for Loma Linda University
- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▸ Click here to affiliate with another institution

Click the "Integrity Assurance" link. After that, each required module will become a "live" hyperlink in-sequence as you go through the course, doing the reading and completing the quiz for each module that has one.

To receive credit for the course, please complete all the modules.

❧

If you get stuck, or have any questions whatsoever, please call JR at **Ext. 87463**

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