

# Collaborative Institutional Training Initiative (CITI)

## CITI Instructions & Access

### Instructions for completing the CITI course

Select the following link and log-in per the instructions below: [www.citiprogram.org](http://www.citiprogram.org)

#### **New Users:**

- Click the New Users “Register Here” link
- Select Chapman University under “Participating Institutions”
- Complete the rest of the form to create your account, taking note of your username and password and click SUBMIT at the bottom of the page

#### **Complete Registration**

- At the Main Menu, click on the link to “Add a course or update your learner groups”
- At the Select Curriculum page, choose the applicable course(s) that you wish to complete for each category. You may also choose “Not at this time” for any category that is not required or does not apply to your research.

#### **You are REQUIRED to complete the following:**

- *Social & Behavioral or Biomedical depending on the type of research you are conducting.*

#### **You may also be required to complete the following based off your role:**

- *International Research (SBE)*
- *Consent and Cultural Competence*
- *Research with Children (SBE)*
- Click the “Continue” button at the bottom of the page

#### **To Begin Your Course(s):**

- At the Main Menu, under “My Courses,”

The LEARNER’S MENU includes links to Institutional Instructions & other information.

- When ready to proceed, SELECT the **Basic Course (Required Status: Incomplete)**
- Complete the **Integrity Assurance Statement** presented at the top. The system will allow you to start taking the required modules and related quizzes after completing it.
- Each module can range from 30 to 2 hours+ in length. You may log on and off as often as needed.
- At completion of the course, you will be able to print a Completion Report and Chapman University will automatically receive an e-mail notice.

**To Update Your Course(s):**

You may "Add a course or update your learner groups." This link will take you to the enrollment questions and permit you to change your "Learner Group" by providing new responses to the enrollment questions.

**To Affiliate with Chapman University from Another Institution:**

If you have previously been affiliated or have a joint appointment with another institution, you will need to add Chapman University. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions. You may also need to add another institution if you are collaborating with an investigator at another CITI participating institution.

- At the Main Menu, select "Affiliate with another institution."

**I Currently have two learner accounts. Can I merge them into one CITI Program account?**

If you would like to merge two learner accounts, please send an e-mail to [support@citiprogram.org](mailto:support@citiprogram.org) and include the following information:

- Your first and last name.
- The name of your institution.
- The username or Member ID for the account to keep.
- The username or Member ID for the account to merge.

**How do update my e-mail address?**

- After logging into your CITI Program profile, click on the link "My Profiles" which is located at the top of your profile page.
- Then click the link "Change my email address."
- Once you have done this, you can change your primary e-mail address then click "Update."

Training must be completed every three (3) years. If you have questions regarding requirements, please contact the Office of Research at (714) 628-2833 or [irb@chapman.edu](mailto:irb@chapman.edu). For questions related to technical content and further assistance, please contact CITI Program help desk at (888) 529-5929 or email [support@citiprogram.org](mailto:support@citiprogram.org).

For IRB reviewers to view your CITI Training Record in Cayuse IRB: Section 2 Personnel, follow the flowchart on the next page of this document.

