Instructions for Mt. SAC's Required IRB Training

Collaborative Institution Training Initiative (CITI) Program

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

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.

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	Main Menu My Profiles CE Credit Status My Reports Support	
	Main Menu > My Profile > Affiliate with New Institution	
	Please provide the following information requested by Mt. San Antonio College	
	* indicates a required field.	
	Language Preference	
	* Institutional email address	
	Gender .	
	Highest degree	
	employée number	
	* Department	
	* Role in research	
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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 <u>only</u> 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 <u>only</u> 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 so select this course <u>only</u> if you have previously taken the Responsible Conduct of Research course. This is a review so select this course <u>only</u> 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.

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	Assurance Statement						
	CITI Program Conditions of Use include the following provisions. Please read them carefully.						
	Only One Account:	I will maintain only one active CITI Program institution or by CITI Program.	account, unless granted pe	rmission for multiple accounts by my			
	No Account Sharing:	I will not share my username and passwor my account has been compromised.	d with anyone. I will contact	the CITI Program Help Desk if I believe			
	Do My Own Work:	I will complete all required quizzes and any	other assessments by mys	elf, using only my own work.			
	No Quiz Sharing:	I will not share CITI Program quiz question: means.	s or answers on any website	, via email, photocopying, or any other			
	No Cheating:	I will not engage in any activities that would other learners	d dishonestly improve my re	sults, or improve or hurt the results of			
	My Actions Are Logged:	I understand that CITI Program keeps acco each content area. number of quiz attemp and the results reported to my institution	unt activity logs, including c ts and scores. Allegations of	omputer IP addresses, time spent in inappropriate use will be investigated,			
	Select the appropriate state	ement then click the Submit button:					
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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.