

User Guide: *How to Enroll in a CITI Training Course*

Last Update	August 1 st , 2025
Intended Audience	Principal Investigator/Researcher/ IRB Member
Purpose	To provide the user with step-by-step instructions on how to determine which CITI courses are appropriate and to enroll in the required course(s).

Before You Begin

Anyone involved in human subject's research must complete CITI training *before* submitting their study to the IRB. IRB Members are also required to complete the IRB Members course before serving on the IRB.

1. Go to the CITI Website

Visit www.citiprogram.org

2. Log In or Register an Account

- **Already have a CITI account?**
 - Log in
 - Make sure you're **affiliated with Carilion Clinic**
 - To check or add your **Carilion email**:
 - Click your name (top right) → *Profiles* → Add your @carilionclinic.org email
This enables the Carilion IRB system (PRIS3M) to track your training status
- **New to CITI?**
 - Click *Register*
 - Choose **Carilion Clinic** as your institution
 - Complete the registration form with your **Carilion email address**
 - Validate your account via the confirmation email
 - After logging in, you'll land on the **Main Menu**

The screenshot shows the CITI PROGRAM user interface. At the top, there is a navigation bar with the CITI PROGRAM logo, links for Courses, Records, CEUs, Support, and Admin, a search icon, and a user profile dropdown for Carley Benham Emerson (ID 188659) with an English language selector. Below the navigation bar is a blue banner with the text "Welcome, Carley Benham". On the left side of the banner, there are two links: "Add Institutional Affiliation" and "Register as Independent Learner". A red box highlights the "Add Institutional Affiliation" link, and a red arrow points to it from a larger red box containing the text "Click if you need to affiliate with Carilion". On the right side of the banner, there are two circular statistics: "53 Courses Completed" and "14 Years of Membership". Below the banner, there is a section for "Carilion Clinic" with a dropdown menu set to "Carilion Clinic" and a button labeled "Institution List". Below this, there are two links: "Active Courses" and "Learner Tools".

3. Enroll in a Course

- From the **Main Menu**, scroll to the **Carilion Clinic** section
- Click **"Add a Course"** under Learner Tools
- Answer the enrollment questions to be assigned the correct course(s)

The screenshot shows the "Learner Tools for Carilion Clinic" section. It contains a list of links: "Add a Course", "Remove a Course", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions Page", and "Remove Affiliation". A red box highlights the "Add a Course" link.

4. Course Selection Guide

Choose the course that applies to your role

PIs/Research Team Only:

All HSR (Human Subject Research) Study Personnel

- Select: *Biomedical Researchers- Basic Course*
- Select: *Biomedical Researchers- Refresher Course, only if the basic course has previously been completed*

If the study is FDA Regulated or NIH Funded:

- Select: *Good Clinical Practice- Basic Course*
- Select: *Good Clinical Practice- Refresher Course, only if the basic course has previously been completed*
- *Additional courses are optional but not required*

IRB Board Members Only:

- Select: *Human Subjects Research – Basic IRB Member*
 - Select: *Refresher 1 or Refresher 2, only if the basic course has previously been completed*
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- *Additional courses are optional but not required.*

5. Start the Course

- From the **Main Menu**, click **Start Now/Continue Course**
 - Accept the **Integrity Assurance Statement** before beginning
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6. Complete the Course

- Courses include multiple modules and quizzes
- You can stop and return later—your progress is saved
- You must score **80% or higher** overall to pass
- You may **retake quizzes** as many times as needed

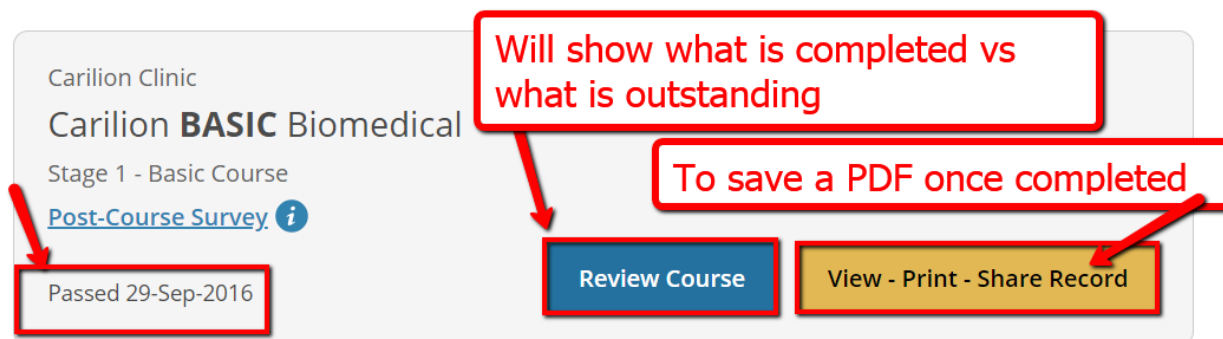
✓ Complete:

- All **Required Modules**
- The required number of **Elective Modules**

7. Get Your Completion Report

- After finishing all required modules:
 - Go to **Main Menu** → *View-Print-Share Record*
 - Download or print your **Completion Report**

✓ CITI will automatically send your completion data to the IRB/ PRISM if you used your Carilion Email address for your account. You may update your email at anytime.



Estimated Time

The *Human Subjects Course for Biomedical Researchers* takes **4–6 hours** to complete.

Need Help?

- **Additional Detailed Instructions:**
 - <https://support.citiprogram.org/s/article/updated-guide-to-getting-started#Registering>
- **Technical Support:**
✉ support@citiprogram.org | ☎ 888-529-5929
- **Course Requirements Questions:**
Ask your **Principal Investigator** or contact the **IRB**
- **Carilion IRB:**
✉ irb@carilionclinic.org