CITI Instructions
(IRB #1 Medical Research)

All researchers, staff and students are required to complete an educational course prior to submission of a research protocol. The educational course utilized by Marshall University is the Collaborative Institutional Training Initiative (CITI). The steps for completing the educational requirements can also be found on the ORI educational website at http://www.marshall.edu/ori/human-subject-research/education/ . The course is broken down into approximately 25 minute modules so you can complete the modules as time permits. The directions for registering for the course are as follows:

1. Go to the CITI Program website at https://www.citiprogram.org.
2. The first time you visit the CITI website you will have to register for the course. You do that by clicking on the "Register" link next to the login button. Once you register you will just login each time you return using that same username and password.
3. On the first page under "Select Your Organization Affiliation" type in Marshall University and when it appears click on the name. You will then be asked to agree to the Terms of Service for the CITI program. Click the box. You will also be asked to affirm that you are affiliated with Marshall University and you will need to click that box. Click "Continue to Create Your CITI Program Username/Password".
4. You are now at the registration page. You must complete all fields with an asterisk (*). It is recommended that you also provide a secondary email address in case you lose the ability to access your primary account. Click "Continue To Step 3".
5. You are now on the Learner Registration Page. You must complete all fields with an asterisk (*). When finished click "Continue To Step 4".
6. In this step you must enter your Country of Residence. Enter "USA" and select "United States". Then click "Continue To Step 5".
7. This section asks about CE credits. You should select "No" for this question or you will be charged for the courses. The bottom two questions ask if you can be contacted at a later date for surveys. Make your choice and then click "Continue To Step 6".
8. On this page you must complete all fields with an asterisk (*). Then click "Continue To Step 7".
9. The next page is the "CITI Course Enrollment Procedure" page. You must scan down the page to view the below listed questions:
10. **Note: There are 4 separate questions for this page.** For **Question #1** Select Group #1 (IRB#1 Medical Research). For **Question #2** Select only the box that states "I have not previously completed an approved Basic Course". Skip **Question #3** and **Question #4** then click on "Complete Registration" at the bottom of the page.
11. The next page is a welcome page so click on "Finalize Registration".
12. Now you are registered and should be on the Main Menu page. There you can begin your course by clicking on the course title. You will note that before you can begin your first course you must complete the Integrity Assurance Statement.
13. **You must have an overall score of 80% to pass the course.**

You will not have to go through all of these steps each time you go to the site. After the initial registration you will simply login with your Username and Password and pick up where you left off.

If you have any problems or questions please feel free to contact me at 696-4303 or email me at day50@marshall.edu .

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