

# CITI Training Instructions

## Course: Human Subjects Protection

For questions about CITI Contact the IRB at 269-337-4345 or [irb@wmed.edu](mailto:irb@wmed.edu)

### New User:

1. Go to [www.citiprogram.org](http://www.citiprogram.org)
2. Register where indicated
3. Complete the registration process as follows:
  - Step 1** Affiliate yourself with WMed by selecting "Western Michigan University Homer Stryker M.D. School of Medicine"
  - Step 2** Add Personal Information (name; email address)
  - Step 3** Create Username and Password
  - Step 4** Select Country of Residence
  - Step 5** Select "No" Continuing Education is **not** available
  - Step 6** Add your WMed email address (if you do not have a WMed email use your institutions email)
  - Step 7** Select Question 2, choose "Human Subjects and HIPAA Research", skip all other questions, scroll down to "Complete Registration"
4. Select "Finalize Registration"
5. Select "View Courses"
6. Click "Start Now" under "Courses Ready to Begin"
7. Agree to your Assurance Statement and "Submit"
8. Complete the 8 required and the 2 elective modules; allow about 90 minutes to complete. There are several elective modules available and should be pertinent to your activities. It is not necessary to complete all the modules at the same time. You can return to the course to continue where you left off. Do not log off in the middle of the quiz as your completion will not be saved in the system.

### Returning or Current User:

1. Log on to [www.citiprogram.org](http://www.citiprogram.org)
2. Click on "Log In" box
3. Enter your Username and Password
  - a. To resent your Username or Password contact IRB at [irb@wmed.edu](mailto:irb@wmed.edu) or 269-337-4345.
4. Select "View Courses" under Western Michigan University Homer Stryker M.D. School of Medicine
5. Verify your WMed email address (if you do not have a WMed email use your institutions email)
6. Select "Add a Course" under Learner Tools
7. Select Question 2 and choose "Human Subjects and HIPAA Research", skip all other questions, scroll down to "Submit"
8. Click "Start Now" under "Courses Ready to Begin"
9. Agree to your Assurance Statement and "Submit"
10. Complete the 8 required and the 2 elective modules; allow about 90 minutes to complete. There are several elective modules available and should be pertinent to your activities. It is not necessary to complete all the modules at the same time. You can return to the course to continue where you left off. Do not log off in the middle of the quiz as your completion will not be saved in the system.

### Returning or Current User with another institution and need to affiliate with WMed:

1. Log on to [www.citiprogram.org](http://www.citiprogram.org)
2. Enter your existing Username and Password
  - a. If assistance needed, contact CITI 888-529-5929, press option 1, for help to reset your Username and/or Password.
3. At the Main Menu, choose "Click here to affiliate with another institution"
4. Affiliate yourself with WMed by selecting "Western Michigan University Homer Stryker M.D. School of Medicine"
5. Once affiliated, Select Question 2, choose "Human Subjects and HIPAA Research", skip all other questions, scroll down to "Complete Registration"
9. Select "Finalize Registration"
10. Select "View Courses"
11. Click "Start Now" under "Courses Ready to Begin"
12. Agree to your Assurance Statement and "Submit"
13. Complete the 8 required and the 2 elective modules; allow about 90 minutes to complete. There are several elective modules available and should be pertinent to your activities. It is not necessary to complete all the modules at the same time. You can return to the course to continue where you left off. Do not log off in the middle of the quiz as your completion will not be saved in the system.