CITI Human Subjects Training Instructions

1) Go to: https://www.citiprogram.org/
2) At the top right, click "register"

3) On the next screen, click on "Select Your Organization Affiliation"

4) Type "Middlebury" under Select Your Organization Affiliation and select Middlebury College from the list
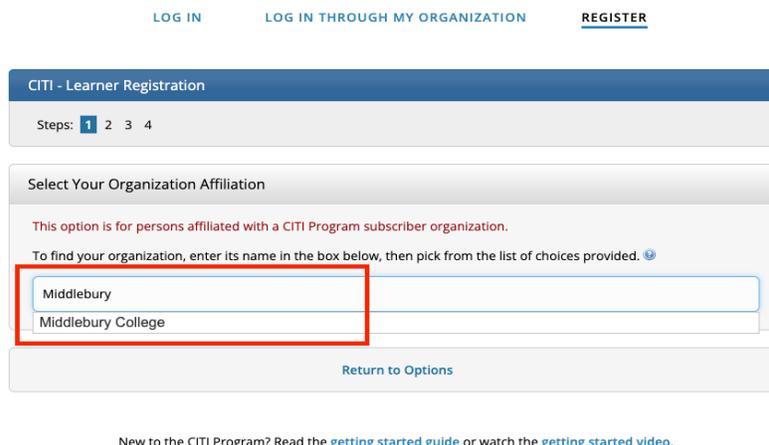
5) Click the checkboxes that appear to agree to the Terms of Service and to affirm that you are an affiliate of Middlebury college, then click "Create a CITI Program account."

6) Enter all the required personal information and click through the steps to create a username and password.
7) You will be prompted to enter Middlebury specific information including your language preference and institutional email (@middlebury.edu email is recommended).
8) You will be prompted with the following options. This is one way to register for the correct course. **For IRB purposes, you need to select the first option "Yes, I conduct research...human beings."** Feel free to also select other options that pertain to any other research activities you are engaged in.

9) On the next screen, you should select "Social & Behavioral Research Investigators:..." to enroll in the required course for IRB approval. Most research at Middlebury falls into this category. A small number of Middlebury researchers may fall into the biomedical research category. For these researchers, the Biomedical Research Investigators course may be most appropriate. Check with the IRB to confirm if you are unsure.

Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the Basic Course for that group.

This question is required. Choose one answer.

○ **Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

○ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

○ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

○ **Students conducting no more than minimal risk research**

○ **Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.

○ **Institutional Official: Human Subjects Research**

○ **IRB Chair**

○ N/A. I have completed the Basic Course for my learner group.

[Start Over] [Next]

10) The next screen will ask if you want to take Good Clinical Practice (GCP). You only need to select this if you have been specifically instructed to do so by your faculty supervisor or grant funding agency. Most researchers can select "No thanks."

11) You have now completed your registration and enrolled in the required course. Click "Start Now" to begin your required CITI training.

✓ You are now enrolled in the course(s) you selected.

✓ Your registration has been completed successfully.

Show Courses for: [Middlebury College ▼] [Institution List]

Middlebury College

Active Courses   Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin   Learner Tools

Middlebury College
Social/Behavioral Research Course
Stage 1 - Basic Course

0 / 13 modules completed   [Start Now]

Completed Courses   Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are available in Records.

12) If you enrolled in the wrong course, or if you wish to add a course, you can scroll down to "Learner Tools for Middlebury College" and select "Add a Course." This will take you back through steps 8-10 so that you can register and begin the correct course for your needs.

Learner Tools for Middlebury College

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation