1. Navigate to [https://www.citiprogram.org/](https://www.citiprogram.org/) and register by clicking “Register”

2. Search for our organization and select "Emory University (SSO) and click on the following two checkboxes
3. The page will redirect you to login with your Emory ID and password. A new page will open. Add your information and click on “Continue to Step 3”

4. Create a login and password and click on “Continue to Step 4”
5. Add additional information, if you prefer, and click on “Continue to Step 5”.

6. Complete this section if you are interested in CEUs and participate in a survey. After finishing with these questions, click on “Continue to Step 6”
7. In this section, you need to add your Emory specific information. If a person non-affiliated with the institution is collaborating with an Emory principal investigator, they may put a non-Emory email address into the “Institutional email address” field and they should answer 000000 to the question about Emory ID #.

NOTE: Please do not put any sensitive data into these or other fields. For example, do not put your social security number instead of your Emory ID.
8. Under "Select curriculum", scroll down the page to make your selections about your research participation and course selection. If you are engaged in research, you should select the first option. Click other options if they apply.
9. Select the type of research you plan to do, and click next.

* Indicates a required field.

* Please choose the human research coursework that best applies to your research activities.

Choose all that apply

- I need to complete coursework in human subjects protection for biomedical investigators.
- I need to complete coursework in human subjects protection for social/behavioral research.
- I need to complete coursework in human subjects protection for both biomedical and social/behavioral research.

Select an option as appropriate.

Next

10. The next question is to opt for GCG training. The IRB does not require this training and it does not substitute for Biomedical or Socio-behavioral training.

View instructions page

CITI Course Enrollment Questions

* Are you required to take a course on Good Clinical Practices (primarily applies to new device or new drug research expected to meet FDA regulations), or do you otherwise wish to do so?

Choose one answer

- Yes, (The CITI Good Clinical Practices Course will be added to your curriculum)
- No.

Not required by IRB but may be required to comply with University or NIH training requirements.

Next | Start Over
11. If you are an experienced coordinator who needs to take the Emory required coordinator training, select yes to the next question, so the Clinical Research Coordinator Course could be added to your curriculum.

<table>
<thead>
<tr>
<th>Are you an experienced coordinator or research nurse, do you have a supporting role that will consent research participants or manage an FDA-regulated clinical trial protocol, or do you otherwise wish to take the training for Clinical Research Coordinators? Note: Experienced staff must have a formal GCP certification and at least 5 years of clinical research experience?</th>
<th>Choose one answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes. (The Clinical Research Coordinator Course will be added to your curriculum)</td>
<td></td>
</tr>
<tr>
<td>☐ No.</td>
<td></td>
</tr>
</tbody>
</table>

12. This question gives you the option to add more training. The IRB does not require these modules, but you may take them if you wish or required by your department or another compliance group.

**CITI Course Enrollment Questions**

| View Instructions page |

* If you are required to take a Responsible Conduct of Research (RCR) course, or wish to take one, choose the most appropriate course. Otherwise, click next to the last choice. "Does not apply to me at this time."  
Choose one answer

- Animal Research Track
- Human Subject Research Track
- All Other Research Track
- Does not apply to me at this time.

The IRB does not required any of these additional courses. You may take them if you wish or if they are required by your department or compliance office. Please note: this modules do not substitute Biomedical or Socio-Behavioral training.
13. Once in your menu, click on the arrow so you can see the courses you are required to take, after answering your questions.

14. In this case, this person only needs to take the “Biomedical Focus” course. To enter the training, click on the course.
15. Once that is selected, you will be able to see the questions you need to answer.

If you have additional questions please contact Maria Davila at maria.davila@emory.edu