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

2. Search for our organization and click “Continue to Step 2”.

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**How to Create an Account with CITI**

**Emory University IRB – Ver. 10/9/2014**
3. 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 #.
8. This question will ask if you are engaged in research. This means if you are participating in a research study, in any capacity. If you are, you should click on number one. Click other options if they apply.

* Indicates a required field.

Choose all that apply

- I am engaged in or supervise human subjects research, or must otherwise take human subjects coursework (this includes both biomedical and social/behavioral studies). [If participating in research]
- I am affiliated with the Atlanta VA Medical Center and engaged in or supervise human subjects research, or must otherwise take human subjects coursework (this includes both biomedical and social/behavioral studies). [Participating in research at the VA]
- I serve on or provide administrative support to the Emory University IRB. [For IRB members and staff]
- I utilize laboratory animals for research, testing, or teaching in at least one of the following areas:
  - Conduct or supervise use of animals on Emory property.
  - Conduct or supervise use of animals purchased with Emory-administered funds; or
  - Conduct or supervise use of animals while on an Emory tour of duty but not on Emory property. (the "Working with the IACUC" course will be added to your curriculum).
- I serve on or provide administrative support to the Emory University IACUC. (the "Essentials for IACUC Members" course will be added to your curriculum)
- Mi idioma principal es el español y me gustaría elegir un curso en español.
- None of the activities listed above apply to me. (You will be given a chance to choose a Responsible Conduct of Research Course if you need to take one.)
- I would like to take the course in different language.

Next
9. Select the type of research you plan to do, and click 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.
11. 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.

* Indicates a required field.

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

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Does not apply to me at this time.

The IRB does not require any of these additional modules. You may take them if required by your department or another compliance office. These modules do not substitute Biomedical or Socio-behavioral training

12. Click on “Finalize Registration” to go to your menu.
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