1. Navigate to 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.

* Check the box next to each research activity that applies to you, or if none apply, choose the last option.

(Note: If you must also take VA training, be sure to join your account to the Atlanta VAMC as well by clicking the "affiliate with another institution" link on the Learner's menu)

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 working in a research study

- I serve on or provide administrative support to the Emory University IRB.  
  - If IRB Staff

- 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.)  
  - If not working on research but required to complete responsible conduct of research training (not required by IRB)

- I would like to take the course in different language.

- I would like to take the course in Health Privacy & Information Security  
  - For HIPAA training
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. 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.

* 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?

Choose one answer:

- Yes. (The Clinical Research Coordinator Course will be added to your curriculum)
- No.

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 the main IRB listserv irb@emory.edu