Instructions for *CITI* Learners

https://www.citiprogram.org

The curriculum for your course has been defined by your institution according to your role in Human Subjects Research or in the LabAnimal Welfare.

To Start the Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in human subject research/LabAnimal Welfare.

2. Your institution has prescribed your course curriculum.

3. After you submit, you will be given the opportunity to affiliate with a VA Medical Center. If you are not doing work at a VA Medical center, answer **"NO"** and **Submit.**

4. The next page is the **Main Menu.** This page lists the courses you have chosen. The Main Menu also provides a number of **Course Utilities** designed to help you.
   - You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
   - You may **"Add a course or update your learner groups "** This link will take you to the enrollment questions and permit you to change your **"Learner Group"** by providing new responses to the enrollment questions.

5. The red link (Enter or Re-Enter) will permit you to **Begin/Continue the Course.**

6. Please complete the **Integrity Assurance** module presented at the top. The system will allow you to start taking the courses after completing it.

7. Complete the required modules and associated quizzes.

8. Complete any **"Elective"** modules.

9. When you complete all Required Modules in your curriculum, you will be shown a link to "Optional Modules" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.

10. When you complete all required modules successfully, you may print your completion report through the link: "Print" in the Learner's menu

The **Basic Course** for Humans Subjects Research and the Lab Animal Welfare **Core Courses** will require 4-6 hours to complete depending on the curriculum prescribed by your organization. You are encouraged to use multiple log on sessions.

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.

- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report.

- Submit a voluntary, anonymous user satisfaction survey.

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305 243-7970.

- Questions regarding your requirements should be addressed to your IRB training coordinator.