CITI Training Directions for Student Researchers

To complete your CITI training:

1. Go to the CITI program link found here and click register to create an account.
2. You will be promoted to select your Organization Affiliation.
   - Type in Elon University and click the box to agree to the Terms of Service and Privacy Policy.
   - You will also need to affirm that you are an affiliate of Elon.
3. Create a profile by answering the questions as prompted.
4. Then 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 / Lab-Animal Welfare or other curriculum as decided by your institution.
5. Elon has prescribed your course curriculum. Your role in research does not affect your curriculum choices. The course(s) you are enrolled in depends only on your answers to the "Select Curriculum" questions.
   - The required CITI student research modules will be automatically populated based on the questions that you answer.
6. The next page is the **Main Menu**. This page lists the courses you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you.

   - The **Add a Course or Update Learner Groups** link allows you to go to the enrollment questions and change your **"Learner Group"** by providing new responses to the enrollment questions.

   - The **View Previously Completed Coursework** link allows you to see your past scores, view expirations, and print completion reports.

7. Click the **Title of the Course** to begin or continue the course.

8. Please **Complete the Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.

9. Complete the Required modules and associated quizzes.

10. Complete the required number of Elective modules and associated quizzes.

11. When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of **Optional Modules**. You may return to the course site at a future time to review these modules.
    Please be aware that Optional Modules **do not** count towards nor appear on a completion report.

12. When you complete all required modules successfully, you may print your completion report through the link: **Print Report** from your Main Menu or your **Previously Completed Coursework** page.

To Complete the Course:

- The minimum cumulative passing score for each module is 80 percent. In the event this score is not achieved, you will be asked to repeat that module. 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. Scores obtained **after** a completion report has been issued **will not** be reflected on the completion report.

- Print or download a **Completion Report** as evidence that you have met your institutional requirements. You will need to include the certification completion date on your IRB application.

Questions:

- Technical issues should be addressed to support@citiprogram.org or to 888-529-5929.

- Questions regarding your requirements should contact Marna Winter, IRB Chair at mwinter2@elon.edu.