Instructions for completing required Human Subjects Protection Training through CITI

1. Go to CITIprogram.org

2. Click Register

https://about.citiprogram.org/en/homepage/

CITI PROGRAM   Subscriptions ▾   Courses ▾   Resources   Support ▾   🔍   Register

Are you ready for the Revised Common Rule?

3. Select Your Organization Affiliation. Enter "Lehigh University" in the text search field, click the box to agree to the terms of service, and click the box to affirm you are an affiliate of Lehigh University. Click Continue to Create Your CITI Program Username/Password.

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🔵

> Lehigh University

Lehigh University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service for accessing CITI Program materials.

☑ I affirm that I am an affiliate of Lehigh University.

Continue To Create Your CITI Program Username/Password

4. Enter your Personal Information. You must use your @lehigh.edu email. Click Continue and complete all 7 registration steps.

5. Once registered, click "Add a Course" from the My Learner Tools for Lehigh University box on the home page.

My Learner Tools for Lehigh University

? Add a Course
? Remove a Course
? View Previously Completed Coursework
? Update Institution Profile
? View Instructions page
? Remove Affiliation
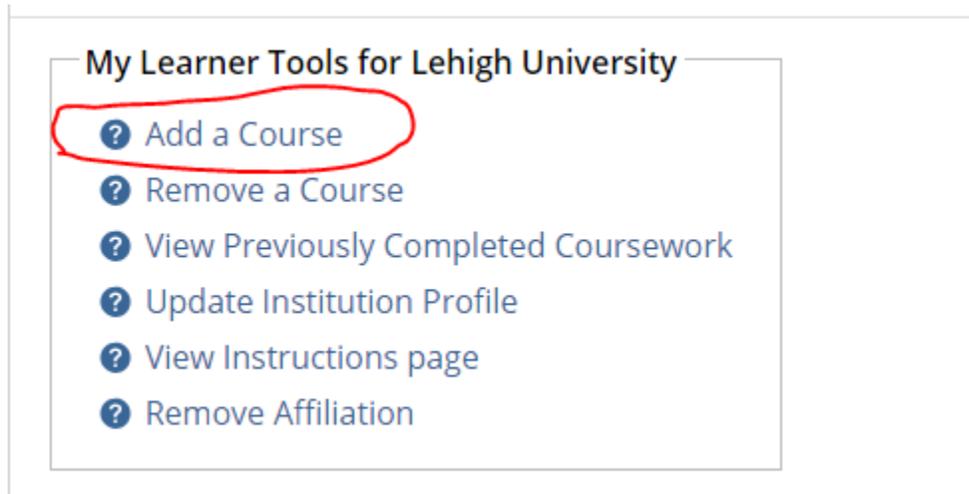
6. Choose "Human Research" and click Next.

*

Getting Started

Welcome to Lehigh University CITI Course Enrollment. Please select below which type of course(s) you need to take:
Choose all that apply

☑ Human Research

☐ Lab Animal Welfare

☐ Responsible Conduct of Research (RCR)

☐ Conflict of Interest

☐ GCP – Social and Behavioral Research Best Practices for Clinical Research

☐ GCP SBR Advanced Refresher

7. Next, choose "Social & Behavioral" and click Next.

---

*

Human Research Course Enrollment

Please select your learner group below to be enrolled in Human Research courses:
Choose one answer

○ Biomedical

◉ Social & Behavioral

○ IRB Members

---

8. The required course "Social & Behavioral Research – Basic Course" will appear in "My Courses" under your Main Menu. Click on the hyperlink to the course to begin. There are eight required modules and thirteen optional modules. You must complete the quiz after each required module and score a cumulative score of 80% in order to pass.

9. To access your completion record, go to My Records, and save the PDF completion record by clicking on View-Print-Share under Completion Record. Verify that your completion record lists all required modules as "Completed." Download a copy of this completion certificate, as you will need to include this as part of your IRB submission package in IRBNet.

Course ❓	Status ❓	Completion Record ❓	CE Credits ❓
Conflict of Interest	Passed 12-Apr-2017	View-Print-Share	Not Earned
GCP – Social and Behavioral Research Best Practices for Clinical Research	Not Started	Not Earned	Not Earned
GCP SBR Advanced Refresher	Not Started	Not Earned	Not Available
IACUC Chairs, Members and Coordinators	Passed 08-Mar-2017	View-Print-Share	Not Earned
Investigators, Staff and Students	Passed 10-Mar-2017	View-Print-Share	Not Available
IRB Members - Basic/Refresher	Passed 23-Mar-2017	View-Print-Share	Not Earned
Social & Behavioral Research - Basic/Refresher	Passed 11-Jul-2018	View-Print-Share	Not Earned