

Using CITI Training for IRB (Haverford College)

If you don't already have a CITI account:

- Go to [CITI's webpage \(citiprogram.org\)](http://CITI's webpage (citiprogram.org))
- Choose the Register button at the upper right
- Go through their Learner Registration, which has 7 steps. Most are self-explanatory, but these details may be helpful:

Step 1: involves several parts, but you can only see one at a time (doing each part generates the next part):

- Search for Haverford in the *Select your Organizational Affiliation* box. When CITI offers you *Haverford College*, select it.
- Check the box about terms of service and privacy policy.
- Check the box to affirm you are affiliated with Haverford.
- Click the button *Continue to Create your Citi Program Username/Password*

Step 6: Asks for lots of info, but most is optional and you should feel free to skip it. What you enter in Step 6 seems to have no effect on your training experience; it seems to relate to how records are shown to the Haverford CITI administrator(s).

Step 7: Make an initial selection of courses (you can add courses once inside CITI as well). For IRB, choose one of the options under *Human Subjects Research*: for researchers, choose *Educational-Behavioral-Social Researchers*; for IRB members, choose *IRB Members*

If you already have a CITI account:

- Go to [CITI's webpage \(citiprogram.org\)](http://CITI's webpage (citiprogram.org))
- Choose the Login button at the upper right to log in
- At the Main Menu, select *Affiliate with Another Institution* and search for Haverford.

(This should allow you to add the courses that we have as an institutional member; see Step 7 above for which courses are relevant to IRB)