Using CITI Training for IRB (Haverford College)

If you don’t already have a CITI account:

- Go to 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)
- 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)