

## Accessing CITI Program Training

### Account Set-Up

1. At the CITI Program main page (<https://www.citiprogram.org/>), click “Register” to begin the process of setting up an account



### Research Ethics and Compliance Training



2. You will then be asked to select your organization affiliation. Please type in “The Research Institute of St. Joe’s Hamilton” into the search box. NOTE: The search box will provide institutions as you type, see example below:

**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. 🌐

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The Research Institute of St. Joe's Hamilton (N2)

3. Continue through the set-up process providing your personal details
4. Once you reach Step 7 you will be asked to select the courses you would like to enroll in. Please consult the [Workplace Training Requirement policy \(013-RSJ-H\)](#) to see which courses you are required to enroll in based on the type of study you are conducting. Although the other courses are optional, it is recommended that you complete these as well.

The screenshot shows the 'CITI - Learner Registration' interface at Step 7. A progress bar at the top indicates steps 1 through 7, with step 7 being the current step. Below the progress bar, a note states '\* indicates a required field.' The main content area is titled '\* Please select the course you wish to take:' and contains a section 'Choose all that apply' with a list of seven courses, each preceded by an unchecked checkbox:

- ☐ CITI Canada - Good Clinical Practice Course
- ☐ CITI Canada - Responsible Conduct of Research (RCR)
- ☐ CITI Canada - The Biomedical Research Ethics Tutorial
- ☐ CITI Canada - Health Canada Division 5 - Drugs For Clinical Trials Involving Human Subjects
- ☐ Social and Behavioral Research Course - Canada
- ☐ Transportation of Dangerous Goods TDG/IATA Course - Canada
- ☐ CITI Canada Privacy Course

At the bottom of the form is a blue 'Next' button.

5. You will now be able to log in and complete the selected courses

### **Adding New Courses**

1. Log-in to the CITI Program website using your previously completed login ID and password.
2. Once logged in and on the main menu page, you will scroll down past all of your previously completed/added courses to find the "Learner Tools for The Research Institute of St. Joe's Hamilton" box. To add a course, click the "Add a Course" link:

The screenshot shows a box titled 'Learner Tools for The Research Institute of St. Joe's Hamilton (N2)'. Inside the box is a list of six links:

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

A large red arrow points to the 'Add a Course' link.

3. This will take you to the selection of courses available through the CITI website. Select all courses you would like to add and click “Next”:

Question 1

Please select the course you wish to take:

**This question is required. Choose all that apply.**

- ☐ CITI Canada - Good Clinical Practice Course
- ☐ CITI Canada - Responsible Conduct of Research (RCR)
- ☐ CITI Canada - The Biomedical Research Ethics Tutorial
- ☐ CITI Canada - Health Canada Division 5 - Drugs For Clinical Trials Involving Human Subjects
- ☐ Social and Behavioral Research Course - Canada
- ☐ Transportation of Dangerous Goods TDG/IATA Course - Canada
- ☐ CITI Canada Privacy Course

Start Over Next

4. You will then be taken back to the main menu where you can access and complete the new course you have selected.

If you have any questions, please contact Adam Weerdenburg at extension 35280 or [aweerden@stjoes.ca](mailto:aweerden@stjoes.ca)