

Accessing CITI Program Training

Account Set-Up

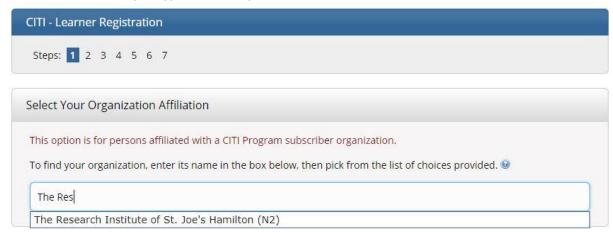
1. At the CITI Program main page (https://www.citiprogram.org/), click "Register" to begin the process of setting up an account



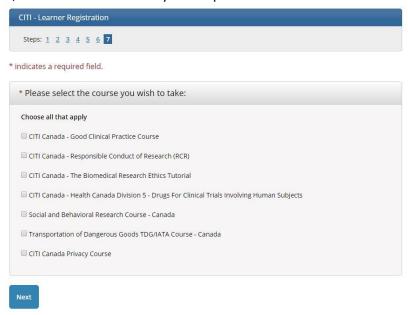
Research Ethics and Compliance Training



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:



- 3. Continue though 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.



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.
- 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:



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":

se select the o	course you wish to take:
question is requ	ired. 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 - Human Subje	Health Canada Division 5 - Drugs For Clinical Trials Involving
Social and Be	havioral Research Course - Canada
Transportatio	n of Dangerous Goods TDG/IATA Course - Canada
CITI Canada P	rivacy Course

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