

## Opening/Accessing a Duke Medicine-affiliated CITI account

1. Go to the Collaborative Institutional Training Initiative (CITI) website at [www.citiprogram.org](http://www.citiprogram.org).
2. Beside **New Users**, click on **Register Here**. (**Note:** If you already have a CITI username and password, you will need to log in, click on “Affiliate with another institution” on the Main Menu, and follow the instructions below.)
3. From the **Participating Institutions** drop-down list, select **Duke Medicine**. Do NOT select “Duke University – Non-medical Research.”
4. Scroll down and complete the rest of the page with your personal information and click on **Submit**. Items with an asterisk are required fields.
5. Complete the next page with your personal information. At the drop down asking which course you will be taking, click on **Basic Human Subjects-Biomedical** (the first choice) and click on **Submit**.
6. On the next page, choose one of the 3 options that describes your research in Question 1. Click on “Good Clinical Practice (GCP)” in Question 2 if you are interested in taking any of these optional modules (these are not required). Click on **Submit**.
7. On the next page, click **No** to continue, unless you plan to affiliate with another institution.
8. Set your security question if prompted.
9. Click on the **Main Menu** link.
10. Where **My Courses** are listed (**Biomedical Research – Basic/Refresher** should be the only course listed initially), click on the **Enter** link beneath **Status** (to the right of **Biomedical Research - Basic/Refresher**).
11. Complete “The Integrity Assurance Statement” and click on **Submit**.
12. Click on **Belmont Report and CITI Course Introduction**.
13. Review the module and click on **Take the quiz for Belmont Report and CITI Course Introduction** in order to complete the module.
14. Complete the 3-question quiz and click on **Submit**.
15. Once you have successfully completed the Belmont Report quiz (under **Required Modules**, there should be a completion date and a score – you must achieve a score of **80%** or higher on all quizzes in order to complete your training), you can continue to complete other required courses or come back and finish them at a later date.  
**The following are the additional required courses (NB: If you do research with children or prisoners, you will also be required to complete a module on that topic):**
  - a. History and Ethical Principles
  - b. Basic Institutional Review Board (IRB) Regulations and Review Process
  - c. Informed Consent
  - d. Research with Protected Populations – Vulnerable Subjects: A Definition
  - e. FDA Regulated Research and Conference on Harmonization
16. Once you complete all required courses, an email will automatically be generated and sent to the Clinical Research Support Office (CRSO) with a completion report. **You do not need to send anything to the CRSO directly.**
17. **Optional Modules** will be available to you on the **Main Menu** once you have completed all required modules. The page within **Optional Modules** lists all courses you can take. Click on the course name you would like to complete to launch the course.

## Printing documentation of completion of CITI Modules

If you wish to print documentation of completed modules for your records:

1. From the Main Menu, scroll down and click on **Previous Coursework Completed**.
2. Print this page.

### **To Remove Affiliation from an Institution:**

If you have selected the wrong institution and have not completed any modules, you can immediately remove that affiliation from your Main Menu. Click on “Remove my Affiliation” and click on “Submit”.

### **To Add/Change An Institution:**

If you have mistakenly chosen the wrong institution, click on “Affiliate with another institution” on the Main Menu. Follow the prompts and answer all questions with an asterisk.