

CITI Course Registration (www.citiprogram.org)

CITI Welcome page

Fill username and password under ***already registered*** – click ***submit***

On the Main Menu page

Click – ***Affiliate with another institution***

Select **Saint Mary's Health Care** from the drop down list of participating institutions

Click ***submit***

Saint Mary's Health Care requirements page (note: the only fields you need to fill out are the seven listed below)

*Language Preference

*Institutional Email Address (*any email address will do*)

*Gender

*Highest degree obtained

*Role in Research (*make your best guess, any answer will do*)

*Which course do you plan to take (*choose basic human subjects-biomedical*)

*Office phone

*Survey completion question

Curriculum Selection page:

1. Basic Course - Select ***Biomedical Research***
2. Refresher Course - Select ***I have not completed the Basic Course***
3. Select - ***No Thank You***
4. Select - ***No Thank You***

Click ***submit***



The next page gives you opportunity to register with another institution.

Click ***NO*** at the bottom of the page

Main Menu

In the Saint Mary's Health Care section you should see the following:

You have enrolled for the following courses:

 My Courses	Status	Completion Reports	 Voluntary Satisfaction Survey
<i>Biomedical Research - Human Research</i>	Incomplete – Re-enter	Not Earned	Not Available

1. Click the red **'Re-enter'** link
2. Click the red **'The Integrity Assurance Statement'** – Scroll down to the bottom of the page and select the first choice - *click submit*
3. Complete any modules which are labeled **'Incomplete'**