***The information herein is intended to guide you through the process of creating a CITI account affiliated with the Edward Via College of Osteopathic Medicine which will allow you to complete the training necessary to serve as a PI or Co-Investigator on projects managed by the VCOM Institutional Review Board.***

By following this link (<https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English&region=1>), you will access the CITI Training website where you will register for an account.  Once you have reached this link, perform the following actions to create an account affiliated with VCOM:

1. Click the “Register” button (in the box labeled “Create an account”).

2. Under the heading “Select Your Organization Affiliation,” type in **Edward Via College of Osteopathic Medicine**.  When prompted, choose this selection from the drop-down menu and click “Continue to Step 2.”

3. Complete the Personal Information section, taking care to enter data into all of the required fields (marked with an asterisk). Click “Continue to Step 3.”

4. Create your Username and Password (be certain to retain this information for your personal records).  Complete all required fields (marked with an asterisk). Click “Continue to Step 4.”

5. Enter applicable personal demographic data into the required fields (marked with an asterisk).  Click “Continue to Step 5.”

6. In Step 5, indicate your preference for enrollment to receive Continuing Education credits, as well as your preference to allow CITI to contact you regarding participation in research surveys.  Click “Continue to Step 6.”

7. Complete the required fields (marked with an asterisk) to provide information requested by VCOM as part of the member profile for affiliation with this institute.  Click “Continue to Step 7.”

8. **Select Curriculum**: in this section, you will answer the required questions (marked with an asterisk) as follows:

            **Human Subject Research**

            Do you want to take the Protection of Human Research Subjects Course?

            **YES**

 Do you want to take the IRB Members Course?
            **NO**

 Would you like to take the IRB Chair course?

 **NO**

 **Biosafety/Biosecurity**

 Please select your lab or group below.

 **NO, THANK YOU**

 **Responsible Conduct of Research**

 Would you like to take the Conflicts of Interest Course?

 **NO**

9. Click “Complete Registration.”

Once registration is complete, you can log in to your account and (as a result of the answers you provided in the Curriculum Selection section of the registration process), the required module(s) will appear in your queue.  Click on the module entitled “Protection of Human Research Subjects” and complete **all** of the required training modules within.  Once complete, the CITI system will update the administrator with your certificate of completion.