Steps for completing Initial CITI training

1) Go to the CITI home page – https://about.citiprogram.org/
2) Click on the "Register for CITI Course" link shown in red.
   a) To locate your institution, click the drop-down menu under the "All Others" choice and scroll down to find and select Vanderbilt University.
3) Click the "Submit" button.
4) Create a username and password. Your password cannot be the same as your Vanderbilt password; it must be different. Please remember the username and password you create so you can log into the site for future training sessions
5) Once you have completed the registration process, click on the "Submit" button.
6) Click on the "Information from Your Institution" link and read the requirements for training.
7) Click the "Close Window" option after you are finished reading.
8) Choose the appropriate learner group/course:
   a) Group I – Biomedical
      i) Group I – Introduction, History and Ethical Principles, Basic IRB Regulations and Review Process, Informed Consent
      ii) Group I.A – All Modules
   b) The modules you need to complete will automatically appear based on the learner group you chose
9) After completing the last module, click on the "grade book" at the top of the screen.
10) Save a PDF and /or Print the document for your records to verify completion of the required training modules. This will also trigger an automatic notification to the Vanderbilt IRB that you have completed the human subjects training program.