Instructions for mandatory CITI training:

- For those of you who are new to CITI:
  - Navigate to www.citiprogram.org
  - Select the "Register" from the Create an Account section on the right hand side of your screen
  - Complete the prompts to create your new account. You will be asked to affiliate with an institution, please select "Community Health Network" form the drop down menu.
  - Please use your ecommunity.com email address when registering to ensure your completion records are recorded in our systems. This is required. You may use a school email address as your 2nd email address in your profile.
  - When asked for your "role", please select the appropriate role to ensure you can access the correct training modules.
  - At minimum, the IRB requires completion of the HSR-SBE modules OR the HSR-BioMed modules. This is mandatory for all Key Study Personnel. Please complete any additional modules required by your specific department. For example:
    - IRB modules must be completed for IRB members only
    - GCP modules must be completed for any funded clinical trials.
    - GCP device modules must be completed for research that uses devices (HUDs for example)
- For those who may have completed CITI training at another institution:
  - Please log into your CITI account and select "affiliate with another institution" from the home screen.
  - Select "Community Health Network" from the drop down menu. This will allow us to have access to your records.
  - Please update your profile to your ecommunity.com email address as your primary email address to ensure your completion records are recorded in our systems. You may use a school email address as your 2nd email address in your profile.
  - CITI training is valid for 3 years. If you have completed the required modules within that time frame, those completion reports will appear.
  - You will need to complete any course requirements that differ from those at your previous institution. These items will show as incomplete.
  - Upon completion, please send an email to IRB@ecommunity.com so that your CITI records can be merged with our IRB tracking system if you used an email other than your ecommunity.com login when registering with CITI.
- If IRIS access is needed for protocol submission to the IRB, please go to the website, https://iris.ecommunity.com Request an account (at the bottom of the log-in page). This will allow your CITI training to be matched to the user profile. Send the following documents irb@ecommunity.com to activate the account.
  - a current CV (signed and dated) that clearly shows CHNw affiliation
    and
  - any relevant license(s) in PDF format

If you have any questions please contact Community Health IRB at irb@ecommunity.com or (317) 355-5675.