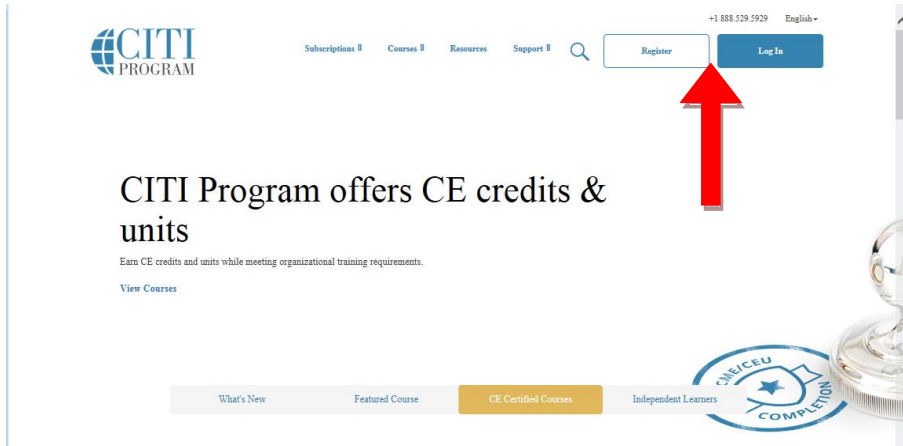


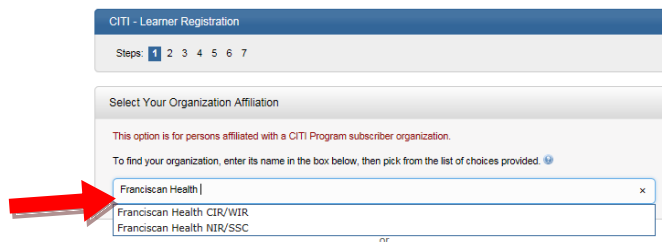
1. Go to the Collaborative Institutional Training Initiative (CITI) website:
<https://about.citiprogram.org/en/homepage/>
2. **Login or Register.**
 - Click *Register*. If you have not completed CITI Training in the past.
 - Click *Log In* if you have completed CITI Training in the past **Skip to page 3.**



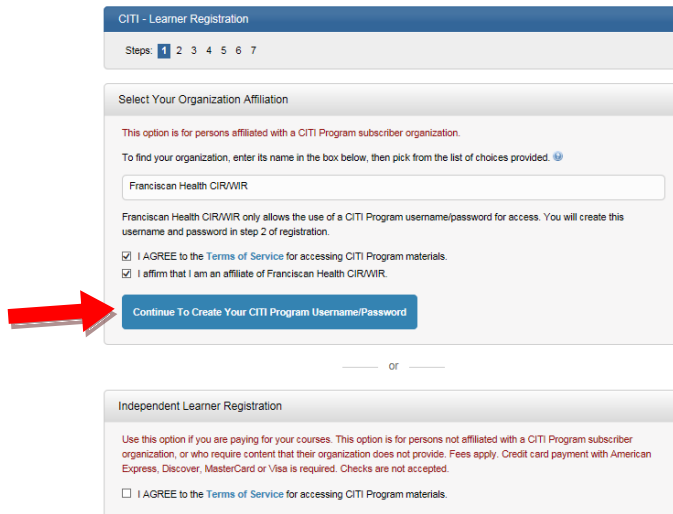
3. **If you've never used CITI Program:**

Select your Organization Affiliation.

- Search for “**Franciscan Health**” and select **Franciscan Health CIR/WIR** (Central Indiana Region and Western Indiana Region) **or** Franciscan Health NIR/SSC (Northern Indiana Region, South Suburban Chicago).



- Select **only** what is shown in the picture below and continue.



CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Franciscan Health CIRWIR

Franciscan Health CIRWIR only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Franciscan Health CIRWIR.

[Continue To Create Your CITI Program Username/Password](#)

or

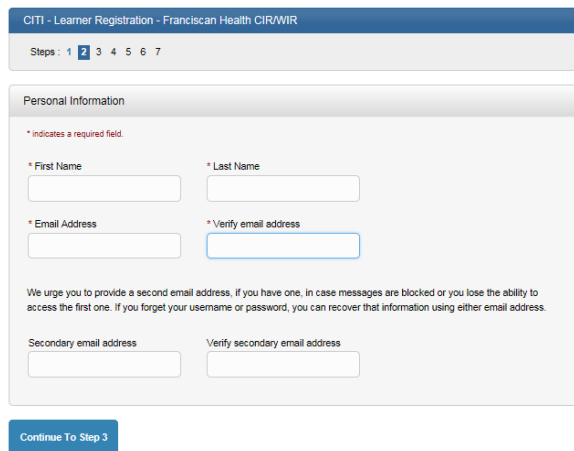
Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

Complete Steps 1-7:

- Follow the prompts to add your personal information and register with your first.last@franciscanalliance.org email address.
- Create a username and password.
- Complete demographic information as appropriate. ***If you request CME/CEU credits, these charges will be at your expense and not reimbursed by Franciscan Research Administration.***



CITI - Learner Registration - Franciscan Health CIRWIR

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

[Continue To Step 3](#)

- Skip to [Enroll in Training](#).

If you've used CITI Program before:

- After logging in, you will be taken to the homepage.
- Select **Affiliate With Another Institution**
- Search for “**Franciscan Health**” and select Franciscan Health CIR/WIR (Central Indiana Region and Western Indiana Region) **or** Franciscan Health NIR/SSC (Northern Indiana Region, South Suburban Chicago).



- Select both, **I AGREE to the Terms of Service for accessing CITI Program materials and I affirm that I am an affiliate of Franciscan Health.**
 - Now you can update your profile information with your Franciscan Alliance e-mail address if applicable.
4. **Question 1. Human Subjects Research**
- Only select the what is shown in the picture below.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.
Choose one answer

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

- Skip Question 2: **Institutional/Signatory Officials & IRB Chair**
- Question 3 to enroll in **Good Clinical Practice** Training if applicable. ***This training is ONLY required for IRB Full Board Study Reviews.***

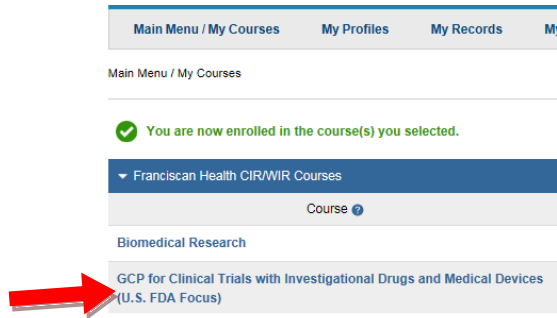
Question 3

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.
Choose one answer

- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- GCP for Clinical Investigations of Devices
- GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
- GCP – Social and Behavioral Research Best Practices for Clinical Research
- Not at this time.

- It is not necessary to enroll in any courses listed in Questions 4-9.
 - After selecting your courses, submit the form.
5. **Course Completion**
- You will now be able to access the *Main Menu/My Courses* page of your account. Click on the course name to complete the modules.



- Each Course requires a score of 80% or better to pass. Your Training is valid for three years.