

## INSTRUCTIONS FOR INITIAL ENROLLMENT IN THE CITI COURSE FOR HUMAN SUBJECTS RESEARCH

1. Go to <http://citiprogram.org>
2. Click on the “Register” link under Create an account (located on the right hand side)
3. Go under “Select Your Organization Affiliation” and enter Hennepin Healthcare Research Institute
4. Fill out your Personal Information; Create your Username and Password; Answer all questions and required fields...use “Prefer Not to Answer” if desired
5. Choose “Yes, I conduct studies that use human subjects.”
6. Choose the category that best describes you:
  - Biomedical Researcher
  - Social-Behavioral Researcher
  - Human Subject Research Committee Member
  - Biomedical Researcher – Statistician
  - Administrative Staff (non-study staff ONLY)
  - IRB Chairs and Vice-Chairs
7. Finalize your registration
- 8. Complete the courses assigned to you based on your role. (Most often includes Biomedical or Social-Behavioral course, Conflict of Interest, GCP, and Annual HIPAA training)**
9. Provide certificates to study staff managing the regulatory documents
10. The Office for Education & Quality in Clinical Research (EQ) is automatically notified of course completion

**Please note that we require the HIPAA course to be completed annually and all other modules are required every three-years.**

## INSTRUCTIONS FOR INDIVIDUALS ALREADY REGISTERED WITH CITI

1. Go to <http://citiprogram.org>
2. Enter CITI as you normally would
3. On the Main Menu there is a link marked “Add Institutional Affiliation”. Follow this and when it asks for which institution enter Hennepin Healthcare Research Institute
4. Sign up with HHRI and please notify someone in the EQ ([bcrissman@hhrinstitute.org](mailto:bcrissman@hhrinstitute.org) or [dgrillo@hhrinstitute.org](mailto:dgrillo@hhrinstitute.org))
5. EQ will then be able to download your completion reports
6. Someone in the EQ will contact you regarding whether your existing training is acceptable

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EQ Contact info:  
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