

### Guidance for Prisma Health CITI Program Registration

#### New to CITI Program

This section provides guidance for the CITI Program registration process if you have not used CITI Program in the past. If you have completed courses in CITI Program at another institution or have previously registered, skip to page 3.

1.1 Get started by visiting <u>citiprogram.org</u> and clicking on the **Register** button in the upper right-hand corner of the site.



1.2 Begin the registration process by searching for and selecting **Prisma Health** as your organizational affiliation. Agree to the Terms of Service and Privacy Policy. Affirm that you are an affiliate of Prisma Health.



1.3 Complete the remaining registration steps.



1.4 Activate your account by clicking on the **Finalize Registration** link.





1.5 On the Institutional Courses screen will see **Prisma Health**. Click **View Courses** to verify your course completions.

## Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to <u>add an affiliation</u>. If you are no longer associated with a listed institution, you may want to <u>remove an affiliation</u>.

Prisma Health



1.6 If you need to add a course, scroll to the bottom of your course listing, and click on **Add a Course**.

Learner Tools for Prisma Health
Add a Course
• <u>Remove a Course</u>
<u>View Previously Completed Coursework</u>
<u>Update Institution Profile</u>
Remove Affiliation

1.7 Select the course(s) you would like to take from the available list



5	Prisma Health
	Question 1
Human Subjects	Research (HSR)
Please choose one le subjects activities yo group. If you have pr Health-Midlands or I remain in your curre	arner group below based on your role and the type of human u will conduct. You will be enrolled in the Basic Course for that eviously taken Human Research Subject training at either Prisma Prisma Health–Upstate, select "Not at this time" if you wish to nt renewal progression.
Biomedical (Bio requirements for research with h	omed) Comprehensive: Choose this group to satisfy CITI training r Investigators and staff involved primarily in Biomedical uman subjects.
Social-Behavior satisfy CITI train Social and Beha	ral-Educational (SBE) Comprehensive: Choose this group to ing requirements for Investigators and staff involved primarily in vioral research with human subjects.
Not at this time.	
	Question 2
Good Clinical Pr	actice (GCP)
Please make the app Clinical Practice (GCP	ropriate selection if you are required to complete the Good ) course.
GCP for Clinical	Trials with Investigational Drugs and Medical Devices (U.S. FDA

#### 1.8 Click on **Start Now** to begin the course.

DEMO DEMO - IRB Administration Stage 1 - Basic Course	
0 / 5 modules completed	Start Now

#### **Previously Registered in CITI Program**

This section provides guidance to individuals that have a CITI Program account but have not previously affiliated with Prisma Health.

2.1 Get started by visiting <u>citiprogram.org</u> and clicking on the **Log In** button in the upper right-hand corner of the site.





2.2 Enter your username and password.



DGIN	LOG IN THROUGH MY O	RGANIZATION	REGISTI
	Username	Forgot?	
	Password	Forgot?	
	Log In		

2.3 Click on add an affiliation or Add Affiliation.

# Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to add an affiliation. If you are no longer associated with a listed institution, you may want to remove an affiliation.





2.4 Begin search for **Prisma Health** and select from the list.

A	ffiliate with an Institutio	n
	Home > Profiles > Affiliate with an Institution	
	To find your organization, enter its name in the box below, then pick from the list of choices provided. i	
	Prisma	
	Prisma Health	

2.5 Agree to the Terms of Service and Privacy Policy. Affirm that you are an affiliate of Prisma Health. Click **Continue**.

Affiliate with an Institutio	n
Home > Profiles > Affiliate with an Institution	
To find your organization, enter its name in the box below, then pick from the list of choices provided. i	
Prisma Health	
✓ I AGREE to the <u>Terms of Service</u> for accessing CITI Program materials.	
🗹 I affirm that I am an affiliate of Prisma Health. 🧿	
Continue	



- 2.6 Complete the remaining affiliation registration steps as needed.
- 2.7 On the Institutional Courses screen, you will now see **Prisma Health**. Click **View Courses**.



2.8 If you need to add a course, scroll to the bottom of your course listing, and click on **Add a Course**.

Learner Tools for Prisma Health

Add a Course

- <u>Remove a Course</u>
- <u>View Previously Completed Coursework</u>
- Update Institution Profile
- <u>Remove Affiliation</u>
- 2.9 Select the course(s) you would like to take from the available list
- 2.10 Click on **Start Now** to begin the course.

DEMO DEMO - IRB Administration Stage 1 - Basic Course	
0 / 5 modules completed	Start Now



#### Verify your Institutional Email Address

*It is imperative that your institutional email address remains up to date as this email and your member ID number is what links your CITI Program training completions to IRBNet, Prisma Health's electronic IRB platform.* 

3.1 When you are logged into you CITI Program account, click the small down arrow beside your name/ID in the upper right-hand corner and then click Profiles.

ACTENT							English	•
	My Courses	My Records	My CE/CMEs	Support	Admin	Q	Rebecca Marigliano	-
<b>PROGRAM</b>						<	Profiles	
							Preferences	
							Purchases	
							Log Out	
Welcome Re	hecca					38	6 17	

3.2 While it is important to update your preferred email and secondary email under the Member Profile heading, these are NOT the emails that are used in the IRBNet verification process. Therefore, click on the **Edit Profile** button beside Prisma Health under the **Institutional Profiles** heading.

	Member Profile	
Your member or	ofile for the CITI Program includes additional field	is and preferences
not shown here.	For more information, please view or edit your n	nember profile.
Member ID		
Username		Edit Profile
Password		
First Name	Reberca	
Last Name	Marigliano	
Preferred Email	rebecca.marigliano@prismahealth.org	
Secondary Email	8	
Institutional Prof	files contain additional data requested by instituti	ons with which you
Institutional Prof are affiliated, for	files contain additional data requested by instituti management and monitoring of your learning ac	ons with which you tivities. To view or
Institutional Prof are affiliated, for edit this informa	files contain additional data requested by instituti management and monitoring of your learning ac tion. use one of the Edit Profile buttons below. If	ons with which you tivities. To view or an institution with
Institutional Prof are affiliated, for edit this informa which you are af	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to add an affil	ons with which you tivities. To view or an institution with <b>ation</b> . If you are no
Institutional Prol are affiliated, for edit this informa which you are af longer associate	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If fillated is not listed, you may want to <u>add an affil</u> with a listed institution, you may want to <u>remo</u> s	ons with which you tivities. To view or an institution with <u>iation</u> . If you are no re an affiliation.
Institutional Prof are affiliated, for edit this informa which you are af longer associate	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to <u>add an affil</u> d with a listed institution, you may want to <u>remo</u> y	ons with which you tivities. To view or an institution with iation. If you are no re an affiliation.
Institutional Prof are affiliated, for edit this informa which you are af longer associate DEMO	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to <u>add an affil</u> d with a listed institution, you may want to <u>remov</u>	ons with which you tivities. To view or an institution with <u>iation</u> . If you are no te an affiliation.
Institutional Prol are affiliated, for edit this informa which you are af longer associate DEMO	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to <u>add an affil</u> d with a listed institution, you may want to <u>remo</u> s	ons with which you tivities. To view or an institution with <u>lation</u> . If you are no <u>re an affiliation</u> . Edit Profile
Institutional Prof are affiliated, for edit this informa which you are af longer associate DEMO Prirma kloalth	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to <u>add an affil</u> d with a listed institution, you may want to <u>remo</u> s	ons with which you tivities. To view or an institution with <u>lation</u> . If you are no <u>re an affiliation</u> . Edit Profile
Institutional Prof are affiliated, for edit this informa which you are af longer associate DEMO Prisma Health	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to <u>add an affil</u> d with a listed institution, you may want to <u>remo</u> s	ons with which you tivities. To view or an institution with <u>atlon</u> . If you are no <u>te an affiliation</u> . Edit Profile Edit Profile
Institutional Prot are affiliated, for edit this informa which you are af longer associate DEMO Prisma Health	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to <u>add an affil</u> d with a listed institution, you may want to <u>remo</u> y	ons with which you tivities. To view or an institution with <u>atlon</u> . If you are no re an affiliation. Edit Profile Edit Profile
Institutional Prot are affiliated, for edit this informa which you are af longer associate DEMO Prisma Health Society of Clinic	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to <u>add an affil</u> d with a listed institution, you may want to <u>remov</u> al Research Associates (SoCRA)	ons with which you tivities. To view or an institution with <u>ation</u> . If you are no <u>re an affiliation</u> . Edit Profile Edit Profile Edit Profile
Institutional Prot are affiliated, for edit this informa which you are af longer associate DEMO Prisma Health Society of Clinic	files contain additional data requested by instituti management and monitoring of your learning ac tion, use one of the Edit Profile buttons below. If filiated is not listed, you may want to add an affil d with a listed institution, you may want to remos al Research Associates (SoCRA)	ons with which you tivities. To view or an institution with attion. If you are no e an affiliation. Edit Profile Edit Profile Edit Profile



3.3 Update your email address under **Institutional email address** and **Verify Institutional email address**. Scroll to the bottom of the page and click **Update**.

<b>Profiles</b> Prisma Health	
Home > Profiles > Institution Profile	
Please provide the following information requested by: <b>Prisma Health</b>	
Fields marked with an asterisk (*) are required.	
Language Preference	
English	
Institutional email address * We recommend providing an email address issued by Prisma Health or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Prisma Health officials identify your learning records in reports.	y x
Rebecca.Marigliano@prismahealth.org	
Verify Institutional email address *	
Rebecca.Marigliano@prismahealth.org	

### **Questions**

Contact Rebecca Marigliano, PhD, Director of Research Policy and Education at <u>Rebecca.Marigliano@PrismaHealth.org</u>.