# 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 citiprogram.org and clicking on the **Register** button in the upper right-hand corner of the site.
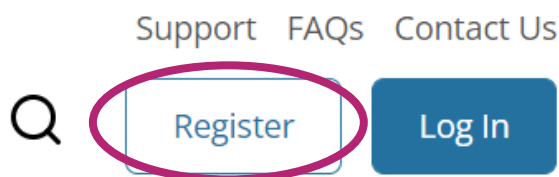

1.2   Begin the registration process by searching for and selecting **Prisma Health** as your organizational affiliation. Agree to the Terms of Service and Privacy Policy. Affirm that you are an affiliate of Prisma Health.

1.3   Complete the remaining registration steps.

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

CITI - Learner Registration

Welcome to the CITI Progam. Your registration with **Prisma Health** is complete.

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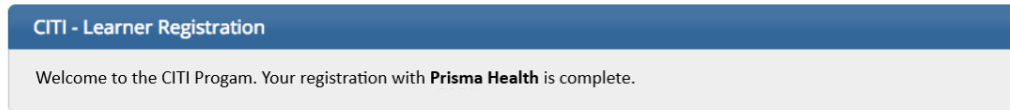
1.5 On the Institutional Courses screen will see **Prisma Health**. Click **View Courses** to verify your course completions.

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 add an affiliation. If you are no longer associated with a listed institution, you may want to remove an affiliation.

Prisma Health

View Courses

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
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

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

Select Curriculum
Prisma Health

Question 1

Human Subjects Research (HSR)

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. If you have previously taken Human Research Subject training at either Prisma Health–Midlands or Prisma Health–Upstate, select "Not at this time" if you wish to remain in your current renewal progression.

○ **Biomedical (Biomed) Comprehensive:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

○ **Social-Behavioral-Educational (SBE) Comprehensive:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

○ Not at this time.

Question 2

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) 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 citiprogram.org and clicking on the **Log In** button in the upper right-hand corner of the site.

PRISMA HEALTH®

Support   FAQs   Contact Us

🔍   Register   **Log In**

2.2   Enter your username and password.

€CITI PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   REGISTER

| 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.

University of South Carolina   **View Courses**

Would you like to affiliate with another Institution?   **Add Affiliation**

Would you like to remove an existing affiliation?   **Remove Affiliation**

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

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

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.

Prisma Health   **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
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

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**
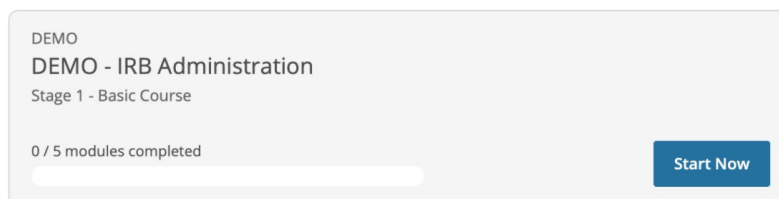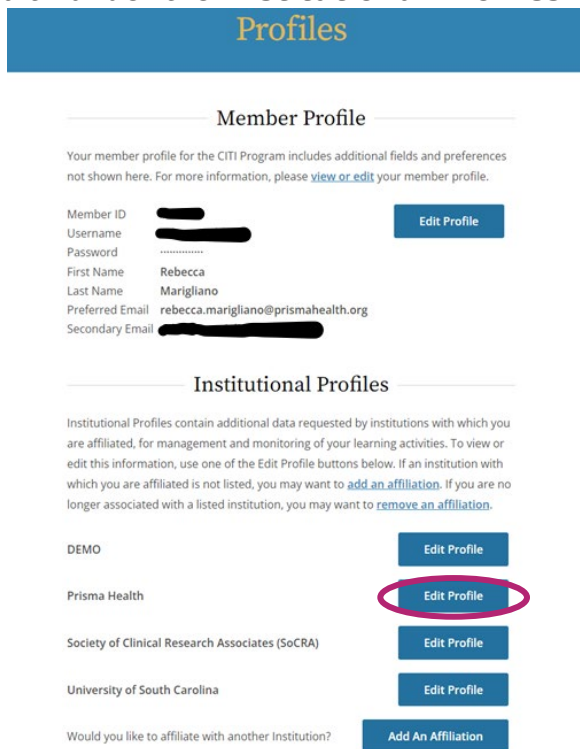
Verify your Institutional Email Address

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.
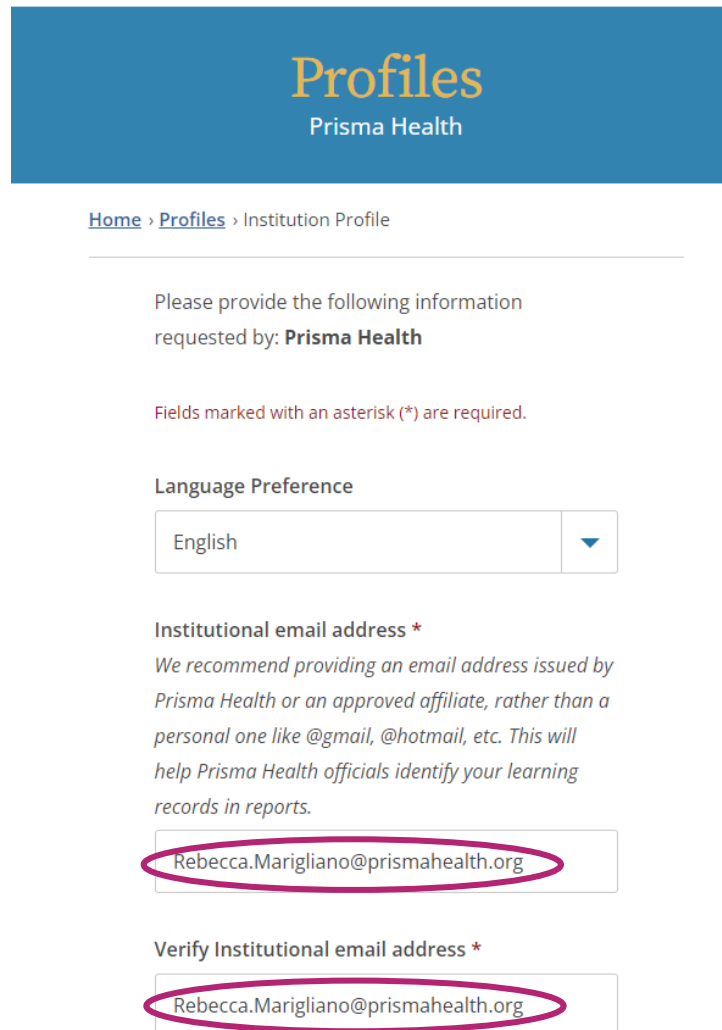
3.1   When you are logged into you CITI Program account, click the small down arrow beside your name/ID in the upper right-hand corner and then click Profiles.
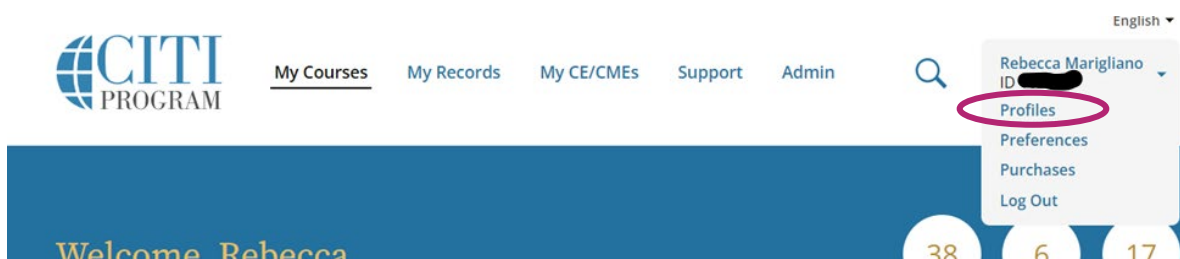
3.2   While it is important to update your preferred email and secondary email under the Member Profile heading, these are NOT the emails that are used in the IRBNet verification process. Therefore, click on the **Edit Profile** button beside Prisma Health under the **Institutional Profiles** heading.

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**.

Profiles
Prisma Health

Home › **Profiles** › Institution Profile

Please provide the following information requested by: **Prisma Health**

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.

Rebecca.Marigliano@prismahealth.org

Verify Institutional email address *

Rebecca.Marigliano@prismahealth.org

Questions

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