**CITI Enrollment Guide**

1. **Create an Account ( If you have an account with another institution skip to step 2 on the next page)**

**Go to CITI:** [**https://about.citiprogram.org/en/homepage/**](https://about.citiprogram.org/en/homepage/)





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1. **Affiliate with Dignity Health (if you already have a CITI account with another institution):**

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**Type in Dignity health and it should pop up.**

**Then the Training & Education Analyst (916) 851-2685 can assign the course to you or you can do it yourself by clicking on:**

* **View courses (as highlighted below)**

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1. **Add DHRI Required Courses in CITI ( HSP & GCP if applicable):**

**Then scroll down to the bottom of the page and select**

* + - **add a course (highlighted below)**

 

1. **HSP Training**

**You will see the following Question 1; select the Yellow highlighted Group 1 course *unless* you are one of the following:**

* **an IRB member select the red highlighted Group 2 course or**
* **ONLY ON STUDIES THAT DO NOT INVOLVE AN INVESTIGATIONAL DRUG** you have the option to select the green highlighted Group 3 course or Group 1 yellow highlighted course- ***\*\*\*NOTE that you will need to go back and take the yellow selected course if you ever become involved in a study with investigational drugs so it is recommended to take the Group 1 training and cover all******requirements from the beginning.\*\*\****

 

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**B. GCP Training**

Next, **only if applicable** (**which means if you are involved in federally funded research/using an FDA regulated product**) select the appropriate course for question 2 (highlighted courses are recommended if they apply to your research):

 

**YOU DO NOT NEED TO SELECT ANYTHING ELSE UNLESS YOU WANT TO AS AN OPTIONAL COURSE- scroll to the bottom of the page and hit submit. Then you will be able to begin your training.**

**Suggested Optional Courses:**

* + Question 5- Shipping and Transport of Regulated Biological Materials (if directed by supervisor)
	+ Question 14- TransCelerate Requirements Training (for anyone needing to meet TransCelerate Requirements for a Sponsor)