

If you are new to NYU Langone Health, you will need to access the required course via the *citiprogram.org* website. Your NYU Langone Health login credentials will be required.

1.	Select Log In at the top of the screen.		Courses Organizations+ Individuals+ About	Q Register Log In	
2.	Select LOG IN THROUGH MY ORGANIZATION.		Register: Live Webinar on Levera	ging IT Expertise in IRB Review	
3.	Scroll to select NYU Langone Health from the list.	The in Re and Train	Trusted Standard esearch, Ethics, Compliance ning		
	LOG IN LOG IN THROUGH MY ORGANIZATION	REGISTER	stitutional Training Initiative (CITI Program) ing the training needs of colleges and :are institutions, technology and research governmental agencies, as they foster sional advancement of their learners.	Utilized by the Top-25 Ranked Hospitals**	U.S.
	Organizations listed here use "Single Sign On" (SSO) for SSO requires a username and password issued by the or Click on the organization name for SSO login instructions. If your organization is not listed here, it does not use Single Sign On. Cli "Log In" tab (if you already have a CITI Program account) or the "Registe are new to CITI Program and creating an account for the first time).	:cess. ck on the r ^m tab (if you	NYUL	Langone lealth	
	New York Genome Center				
	North Carolina State University North Dakota State University Northwell Health Northwestern University NYU Langone Health Oakland University Ohio State University		NYU Lan	gone Login 4 .ogin 5	
	 Enter your Kerberos ID and Password. 				

5. Select Login.

Once you have successfully logged in, you will need to add the appropriate course to your profile.

Follow the instructions below to add required courses to your CITI Program Profile



5. For Question 2, select one of the first four options to meet our institutional training requirements. Always select the course that relates to your specific research activities. Select **Next.**

Select Next.

Select Curriculum NYU Langone Health	Select Curriculum NYU Langone Health				
Question 1 Select the group(s) appropriate to your research activities. This question is required. Choose all that apply. Human Subjects Research (HSR)	Question 2 Human Subjects Research Select the group appropriate to your research activities. You will be enrolled in the basic course for that group.				
Institutional/Signatory Officials & IRB Chair Good Clinical Practice (GCP) Animal Care and Use (ACU) Responsible Conduct of Research (RCR) Information Privacy and Security (IPS) Clinical Trial Billing Compliance (CTBC) GDPR for Research and Higher Ed Research Study Design Artificial Intelligence (AI) and Human Subject Protections	Biomedical Research Social/Behavioral Research Course Students conducting no more than minimal risk research Research with data or laboratory specimens- ONLY Stem Cell Research Oversight IRB Member IRB Staff IRB Staff IRB Reference Resource: All CITI modules are available for ongoing use and				
Start Over Next	Start Over Next				

Last Updated 6.16.2021

1. Your selected courses will appear and you can select **Start Now** to begin. The system will indicate each time a module is completed so you will be able to complete the course over time, if needed.



If you completed a CITI Program course at another institution, you can **Add an Affiliation**. Doing so will permit the system to connect your current course work to modules you have already completed at another organization.

This can save you time and effort if you completed required modules less than 3 years ago.

 Select Add an Affiliation on the My Courses page. 	Welcome Add Institutional Arfilia Register as Independer	My Courses My Records My CE/CMEs Support
Affiliate with an Institution Home > Profiles > Affiliate with an Institution To find your organization, enter its name in the box bell pick from the list of choices provided. University of I AGREE to the Terms of Service for accessing CIT materials. I affirm that I am an affiliate of University of I affirm that I am an affiliate of University of Continue	ow, then	Institutional 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. NYU Langone Health 1 Ulew Courses 2. Enter the name of the organization you have taken the CITI course under previously. Agree to Terms of Service and affirm institutional affiliation. 3. Select Continue Course to complete the outstanding modules.
Active Co University o Biomedic Stage 1 - Basi 15 / 19 modul	urses f ***** al Research ic Course es completed	Learner Tools Continue Course

If your previously completed modules are still active, the active course bar will indicate the # of modules completed and allow you to complete just the modules that may have expired or that are specific to NYU Langone Health.

Once you have completed the course via *citiprogram.org*, the certification completion will appear within the Research Navigator system within 24 hours.

You can check your training status within the system by following the instructions below:

 Login to Research Navigator by typing http://era.med.nyu.edu/ into your internet browser (you will need to be behind the NYU Langone Health firewall for access) enter your NYU Langone Health Credentials and select LOG IN.

NYU Langone Health		
	Enter your credentials	
	Kerberos ID:	
	Password:	
	<u>Warn me before logging me into other sites.</u>	
	LOGIN clear	
	Trouble logging in?	

2. Select IRB Protocols from the dropdown list.

NYU Langone Health								
Home	AMS I want to.	✓ Select from list						
Manager		View My Studies View My Funding Proposals View My IBC Registrations	2					
Employee		View My IRB Protocols View My IACUC Protocols View My CRMS Trials						
My Studies		View My Agreements View My Annual Disclosure View Training Materials						
ID	Title	Create a New Human Study		Туре				
s14-00451	test	Create a New Animal Study		Human Study				
s14-00730 Test RNI test study test study s15-00109 New Title::: Test Sess s18-00318 Hands on		Create a New Funding Proposal		Human Study				
		Create a New Agreement		Human Study				
		Create a New Annual Disclosure		Human Study				
			Human Study					
				Human Study				
				Human Study				

Once you have logged into the Research Navigator IRB Module, you will need to navigate to your profile. Follow the instructions below to do so.

- Select your name at the top of the screen to access your profile.
- 2. Select the **Training** tab.

N	/ULa _He	John Smith ← ▲ My Profile				
» My Inbox			Agreements	Grants IRB		
	Su	Ibmissions	Meetings R	eports Instit	utional Profiles	(1)
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	» My Iı	nbox	Agreements	Grants	IRB				
1 s 	Next Steps View on Publishing Store Manage Proxies Manage CV Manage CV for Other Users		Smith, Employer: Office o Phone: E-mail: John.Smith Properties	John f Science & Research n@nyulangone.org Training	ch				& Change Password
			Training Source			Identificati	ion		
			view CITI			123456			
			Training Report	S: Date Report	rt			Stane	Stage
			Completed	Expired	Group Name	Curricu	lum Name	Number	Description
		3	View 10/12/2020	10/12/2023	Biomedical Re	esearch Human NYU	Research for ,	1	Basic Course

3. View the **Training Report** to ensure the information is reflective of your status. This report will indicate the date of completion and expiration for the modules you have completed.

Please Note:

CITI certification status will not appear immediately. Research Navigator Training Reports may take 24 hours to appear. If 24 hours have passed and your Research Navigator Training Report does not reflect completion, you may need to contact MCIT regarding this issue.

