



*The Heart of a
Healthy Community*

www.arrowheadmedcenter.org

Instructions to Complete CITI Training

1. **Log into CITI:** Copy and paste the following URL into your web browser: <https://www.citiprogram.org>. Follow the on screen instructions to log into CITI. If you forgot your username/password, follow on-screen instructions to retrieve your information.
2. **Affiliate with ARMC:** Once you have logged into CITI, click the 'Main Menu' link. On the Main Menu page, make sure that 'Arrowhead Regional Medical Center' is listed.
3. **Select Training Course:** After affiliating with ARMC, you will Select Curriculum.

Only answer Question 1 by choosing the group according to your research project.

4. **View/Complete CITI Courses:** Click on 'Arrowhead Regional Medical Center' to view your selected course(s). Click on the course title to complete the required modules. You can stop and resume the training between modules and CITI will save your work.

Once the course has been completed and passed (must score a minimum of 80%), you will be able to 'View-Print-Share Record' and it will move into the 'Completed Courses' section.

Most courses are valid for a 3 year period. If additional courses are required by the ARMC IRB, they will be assigned to your CITI account and you will receive notification via your ARMC email.

The screenshot displays the CITI Program website interface. At the top, there is a navigation bar with links for Subscriptions, Courses, Resources, and Support, along with a search icon and a 'Register' button. The main heading is 'Research Ethics and Compliance Training'. Below this, there are four featured modules: 'Common Rule News', 'Essentials of Grant Proposal Development', 'GDPR & Human Subject Research in the U.S.', and 'Animal Care and Use'. The 'Affiliate with an Institution' section is highlighted, showing a search bar where 'Arrowhead Regional Medical Center' has been entered. Below the search bar, there is a checkbox for 'I AGREE to the Terms of Service for accessing CITI Program materials.' The 'Select Curriculum' section shows 'Arrowhead Regional Medical Center' as the selected institution. The 'Question 1' section asks the user to choose a learner group based on their role in research, with options: Clinical Trial Research, Observational Research, Retrospective Research, IRB Members, Survey Research, and Not at this time. The 'Show Courses for:' dropdown is set to 'Arrowhead Regional Medical Center'. The 'Active Courses' section shows 'Retrospective Research Stage 1 - Basic Course' with a progress bar indicating '1 / 14 modules completed' and a 'Continue Course' button. The 'Courses Ready to Begin' section states 'You have no courses ready to begin for this institution.' The 'Completed Courses' section shows 'Conflicts of Interest Stage 1 - Basic Course' with a 'Review Course' button and a 'View - Print - Share Record' button.

For further assistance, contact the ARMC Office of Research and Grants/ IRB at:

ARMC-IRC@armc.sbcounty.gov or 909-580-6336