

## **How to create a CITI account and complete initial training required at Lurie Children's**

1. To create an account, follow the steps found on the CITI website.
2. When completing your CITI profile ensure that the institutional email address listed in your Lurie Children's CITI profile matches the email address in your Cayuse profile. To change your institutional email address listed in CITI, go to "My Profile" and scroll down to select the "Ann & Robert H. Lurie Children's Hospital of Chicago Profile", update the institutional email address as necessary. Click "Update Profile" to save.
3. Once your profile is complete, select the appropriate role and course(s) in Question 1. **Please note:** it is a requirement to complete either the Biomedical **OR** Social Behavioral Human Subjects Research (HSR) Basics course. Therefore, in Question 1, please select either the Biomedical or Social Behavioral option, do not select "Not at this time". For Question 2, please select "Not at this time" for the refresher courses. Finalize your registration.

All institutional assigned courses will populate when CITI account is created. Please note the following:

- **HSR is only required for anyone engaged in human subjects research is required.**
- **Good Clinical Practice (GCP)** training is required for all research personnel involved in the conduct, management and oversight of a clinical trial at Lurie Children's.

**If you are unsure as to whether or not you need to complete the HSR and/or GCP modules, please ask your direct supervisor or reach out to the research education program at researchcompliance@luriechildrens.org**

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## Question 1

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### Select your Group

Please make your selection below based on your group or role to enroll in the training you need:

- Biomedical Researchers** - Selecting this option will enroll you in the following courses:  
-Human Subject Research for Biomedical Researchers -Good Clinical Practice for Biomedical Researchers
- Social-Behavioral Researchers** - Selecting this option will enroll you in the following courses:  
-Human Subject Research for Social-Behavioral Researchers -Good Clinical Practice for Social-Behavioral Researchers
- Not at this time

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## Question 2

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Select your Group If you have already completed a Basic course and need a REFRESHER course Please make your selection below based on your group or role to enroll in the REFRESHER training you need:

- Biomedical Researchers Refresher Course
- Social-Behavioral Researchers Refresher Course
- Not at this time

4. The HSR and Good Clinical Practice courses will populate on your homepage.

5. To begin, click on the applicable course name(s) and complete the required modules.

6. You will need to complete and pass all required modules to earn your completion certificate(s).

7. Please keep a copy of your certificate(s) in your study records.