

Adding the REVISED COMMON RULE Course

1. Log into your CITI account. You should come to a screen that looks similar (perhaps not identical) to this:

The screenshot shows the CITI PROGRAM user interface. At the top left is the CITI PROGRAM logo. To its right are navigation links: Courses (underlined), Records, CEUs, and Support. Further right is a language dropdown set to 'English' and a search icon. Below these is a user profile dropdown showing 'Jennifer Bengtson' and a redacted ID. A large blue banner contains a welcome message 'Welcome, Jennifer' with links for 'Add Institutional Affiliation' and 'Register as Independent Learner'. To the right of the banner are two circular statistics: '4 Courses Completed' and '4 Years of Membership'. Below the banner is a filter section with 'Show Courses for:' followed by a dropdown menu set to 'Southeast Missouri State University' and an 'Institution List' button. The text 'Southeast Missouri State University' is centered below the dropdown. At the bottom left is the text 'Active Courses' and at the bottom right is 'Learner Tools'.

2. Scroll down and click on “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](#).

Southeast Missouri State University

[View Courses](#)

Would you like to affiliate with another Institution?

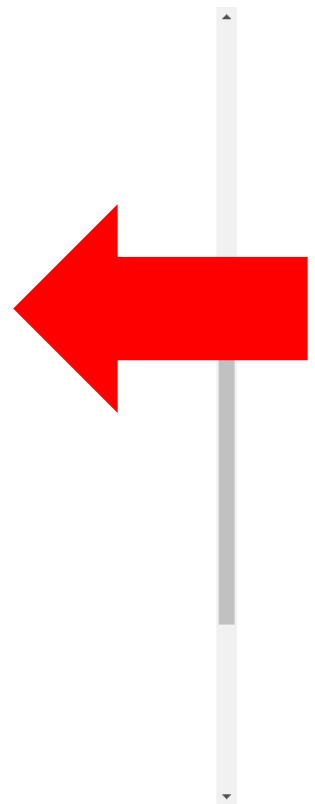
[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)


Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.




3. You should now be on a screen that shows the courses you are currently enrolled in or have completed. Scroll down and click on "Add a Course."

Passed 03-Nov-2018 [Review Course](#) [View - Print - Share Record](#)

Southeast Missouri State University
Revised Common Rule
Stage 1 - Basic Course
[Post-Course Survey](#) 
Passed 16-Feb-2019 [Review Course](#) [View - Print - Share Record](#)

Learner Tools for Southeast Missouri State University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)



4. You will be provided with a series of questions. To add the Revised Common Rule Course, select “Revised Common Rule” under question 1. Then scroll to the bottom of the page and click “Submit.”

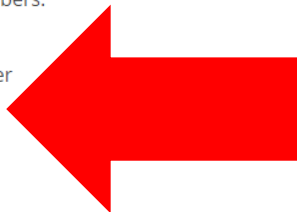
Question 1

Human Subjects Research

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.

- IRB for Biomedical: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- IRB for Social and Behavioral: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB for IRB Committee Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- IRB Chair
- IRB Community Member
- Revised Common Rule**
- Not at this time.

Question 2



5. You should now see a screen similar to the one pictured below. The Revised Common Rule course will be added to your available courses under “Courses Ready to Begin” (not shown on the screenshot below).

Welcome, Jennifer
[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

4 Courses Completed 4 Years of Membership

✔ You are now enrolled in the course(s) you selected.

Show Courses for: [Institution List](#)

Southeast Missouri State University

Active Courses [Learner Tools](#)

Southeast Missouri State University
Social and Behavioral Responsible Conduct of Research