**BH CONTACT**

For questions or concerns, please contact Sue Colvin at sue.colvin@bannerhealth.com or 602-839-4583. In addition, Cindy Soto can assist with password retrieval. Contact her at cindy.soto@bannerhealth.com or 480-412-3935.

**ACCESS**

CITI can be accessed at <https://www.citiprogram.org/>.

**LOGIN**

1. If you already have a CITI account with another institution, please log into that account. In the Main Menu, click on the **Affiliate with another institution** link. Select Banner Health from the drop down box.
2. If you do not already have a CITI account, go ahead and create a new user account. Select Banner Health in the drop down box for Participating Institutions. Complete the remaining sections.

**ENROLLMENT**

For new users or already registered and accessing for the first time:

In the Banner Health box, is a statement “**Your enrollment with this institution is incomplete. Click here to complete enrollment**”. When you click the link, you will be taken to the Select Curriculum page.

There are 3 questions on the Select Curriculum.

Question 1: Please select the **Student** Learner Group (option 8)

*Please check with your Research Director or Department Manager to confirm the appropriate courses for the following two questions:*

Question 2: If you do not participate in FDA trials, leave this question blank.

Question 3: If none are required, leave blank.

Once you’ve answered the applicable question, click on the Continue button at the bottom of the page. You will return to the Main Menu page. The required training will now be displayed. To access, click on Enter.

**COMPLETING MODULES**

The course displayed on your Main Menu includes all the required courses for your learner group.

|  |  |
| --- | --- |
| REQUIRED MODULES: | You must complete all 16 modules listed.  |
| OPTIONAL MODULES | Once you have completed the required modules for your learner group, you have the option to enroll in additional modules. The modules do not show up on any completion reports. However, if you later enroll in a course that includes them, you will be credited in the gradebook. |

You do not need to complete all the modules in one sitting. You may login multiple times and complete as many modules as possible for the time you have available. When you re-enter the course, your modules will note complete/incomplete.

The minimum passing grade is a combined score of 80. If you are not satisfied with your quiz score on a module, you can click on the link at the bottom of the results page titled **View this module again**. Review the module and then retake the quiz. Be aware, the second time you take a quiz the questions may be altogether different or presented in a different order, and with answers in a different order.

**LENGTH OF TIME NEEDED TO COMPLETE TRAINING**

CITI estimates it takes between 20 – 30 minutes to complete a module. The length of time needed will vary depending on your past experience with the topic. We expect you should be able to complete this training in 3 - 4 hours. Remember, you do not need to complete the training in one sitting.

**TRAINING COMPLETION RECORD**

**You are responsible for providing a copy** **of your course completion record** to the Research Director (RD), Regulatory Affairs Coordinator (RAC) or program supervisor you are working with as soon as you complete the training.