

# Western Carolina University IRB

## Online Investigator Training Instructions

These instructions will help you register for the online investigator training and complete the initial training modules. Once completed with the minimum pass rate, training does not expire for 5 years. If you have questions about the training policy and procedures, see the IRB website at <http://www.wcu.edu/6801.asp> or contact the IRB office in Research Administration 227-7212. If you have technical problems, contact the CITI program at [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu) or 305-243-7970.

- Step 1. Go to <http://www.citiprogram.org>
  - Step 2. Register with the website by clicking “register here.”

**Welcome**

**CITI Login and Registration Page**

**1** The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

**The CITI course is a protected site.** If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

**1** New Users [Register Here](#) 

**1** Already Registered? [Login Below](#)

Username

Password

**Submit**

[Forgot username or password?](#)

Select Western Carolina University from the list of institutions:

**CITI Course Registration**

[Home](#)

**Complete Registration Steps 1-4 now.**

### 1. Select your institution or organization

Choose your institution from the appropriate dropdown menu **Choose only one institution**. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

**Participating Institutions:**

**Veterans Affairs:**

**Department of Energy:**

**HIV/AIDS Network Coordinator:**

### 2. Select your Username

Your username should consist of "a", and "z". No spaces or other characters are allowed as "a1234cd".

**Username:**

Your password should consist of other characters are allowed.

**Password:**

**Verify Password:**

### 3. Enter your name

**First Name:**  (100 characters maximum)

**Wayne State University-Detroit, MI**

Weill Cornell Medical College

Weill Cornell Medical College in Qatar

Welch Allyn

Wells College

West African Clinical Trials Office

Westervelt-Douglass Hospital

West African Bioethics Training Program

West Virginia University

Western Carolina University

Western CT State University

Western Illinois University

Western IRB

Western Kentucky University

Western Michigan University

Western Pennsylvania Allegheny Health System

Wheelock College

William Beaumont Army Medical Center

William Beaumont Hospital Research Institute

William Paterson University

Widener-DeSales State University

Widener University

Winthrop University Hospital

Wistar Institute

Womack Army Medical Center

Women & Infants' Hospital in Providence, Rhode Island

Wright State University

Xelero Medical Research, LLC

Zymogenetics

Zynga/LIL

Create a username and password, then fill in your name and email address(es) and click "submit."

You can fill in one or two email addresses. **One of these must be your official WCU email account** (ending in email.wcu.edu for faculty and staff, or catamount email for students).

## 2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "\_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

**Username:**

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

**Password:**

**Verify Password:**

## 3. Enter your name

**First Name:**   
(100 characters maximum)

**Last Name:**   
(100 characters maximum)

## 4. Enter your email address

Enter your preferred email address.

**Preferred Email:**   
(100 characters maximum)

**Verify Preferred Email:**   
(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

**Secondary Email:**   
(100 characters maximum)

**Verify Secondary Email:**   
(100 characters maximum)

On the next page you will be asked a series of questions about yourself. Fill in the required fields (marked with \*).

**IMPORTANT:** Be sure to select "**Basic Human Subjects – Social & Behavioral Focus**" from the list of courses.

In most cases, your role in human subjects research will be Principal investigator, co-investigator, or student researcher. Select the option that best fits your role.

Home

Please provide the following information requested by Western Carolina University. Required fields are marked with an asterisk (\*).

\* Gender: Male

\* Highest degree: MA or MS

Employee Number: [ ]

Department: [ ]

\* Which course do you plan to take?: Basic Human Subjects - Social & Behavioral Focus

\* Role in human subjects research:

Address Field 1: [ ] Clinical Researcher  
Address Field 2: [ ] Interviewer  
Address Field 3: [ ] IRB administrator  
City: [ ] IRB Chair  
State: [ ] IRB Member  
Zip/Postal Code: [ ] Pharmacist  
Country: [ ] Principal Investigator  
\* Office Phone: [ ] Co-Investigator  
Home Phone: [ ] Recruiter  
\* May we re-contact you to complete [ ] Statistician  
[ ] Study nurse  
[ ] Study Coordinator  
[ ] Site Coordinator  
[ ] Social Worker  
[ ] Research Assistant  
[ ] Data manager  
[ ] Compliance Officer  
[ ] IACUC administrator  
[ ] IACUC Chair  
[ ] IACUC Member  
[ ] Institutional Official  
[ ] Lab. Research Staff  
[ ] Research Administrator  
[ ] Research Fellow - Post Graduate  
[ ] Research Integrity Officer  
[ ] Student Researcher - Graduate level  
[ ] Student Researcher - Undergraduate  
[ ] Veterinarian

Submit Cancel



On the next page, answer three more questions to select your curriculum. Select:

- "Yes, I conduct social and behavioral research with human subjects"
- "Social/Behavioral Research"
- "No, I am not a member of the IRB"

Then click "submit."

Home

Select Curriculum - Western Carolina University

**1. Provide a response to all questions.**

Are you required to complete the CITI Course on the Protection of Human Research Subjects before beginning your research project?  
Choose all that apply

No, I am not required to complete this course at this time.  
 Yes, I conduct [Biomedical Research](#) with human subjects.  
 Yes, I conduct Social and Behavior Research with human subjects.   
 Yes, I conduct laboratory research with Specimens or Data from human subjects. I have no direct contact with the subjects.

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**2. If you have completed the Basic Course portion, 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 Refresher Course for that group.**

Choose one answer

No, I am not required to complete this course at this time.  
 IRB Member  
 Social/Behavioral Research 

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**3. Are you a member of the WCU IRB?**

Choose one answer

Yes, I am a member of the WSU IRB  
 No, I am not a member of the WSU IRB 

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**Submit** **Cancel**

On the next page you will have the option to affiliate with other institutions besides WCU. This step may be useful if you are collaborating on multi-institution studies in which the other institution also uses the CITI training program. If you are not sure about your future research plans, you can also add affiliations at a later time. Most investigators will select "no" here.

Home

Select your institution or organization

You have registered with the following institution(s):

► Western Carolina University

**At this point you can register with another institution. This could be very useful if:**

► You are required to complete the requirements for a [VA Medical Center](#).  
► You are collaborating with an investigator at another institution or organization that uses the CITI Program.  
► You are planning to move to another institution that uses the CITI Program.  
► You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check "Yes" to affiliate with another institution.

Check "No" to continue with your current selection.

**Yes** **No**

→ Step 3: You are now ready to enter the course. You may want to click on the link for the [instructions page](#) for some information from CITI about how to start and complete the course.

The screenshot shows the CITI system dashboard for Western Carolina University (ID: 866). At the top, there are links for 'Affiliate with another institution' (with a question mark icon), 'Change username or password', and 'CME/CEU credits'. Below this, the university name 'Western Carolina University' is displayed along with its ID. A blue arrow points from the text 'View Western Carolina University instructions page' to the 'View Western Carolina University instructions page' link in the header. Another blue arrow points from the text 'click the enter link.' to the 'Not Started - Enter' link under the 'My Courses' section. The 'My Courses' section lists 'Human Research' with a status of 'Not Started - Enter'. The 'Completion Reports' section shows 'Not Earned'. The 'Voluntary Satisfaction Survey' section shows 'Not Available'. Under 'Western Carolina University Learner Utilities', there are several links: 'Optional Modules' (completion is completely voluntary and will not count toward a completed course), 'Update my profile information for Western Carolina University', 'Previous Coursework Completed', 'CME/CEU credits for human subjects protection coursework', and 'Remove my affiliation from Western Carolina University'.

When you are ready to start, click the [enter](#) link.

A few more pointers about the CITI system:

- Each module will become available to you as you complete the previous one.
- You can log out and come back to continue training at a later time, but you must complete a module in order for the changes to be saved before you log out of the system. If you log out in the middle of a module, your work in that module will be lost.
- The last module will allow you to generate your completion certificate. You may want to keep a copy for yourself. The certificate will also be sent automatically to WCU's IRB and kept on file.