Navigate to CITI website via ecompliance

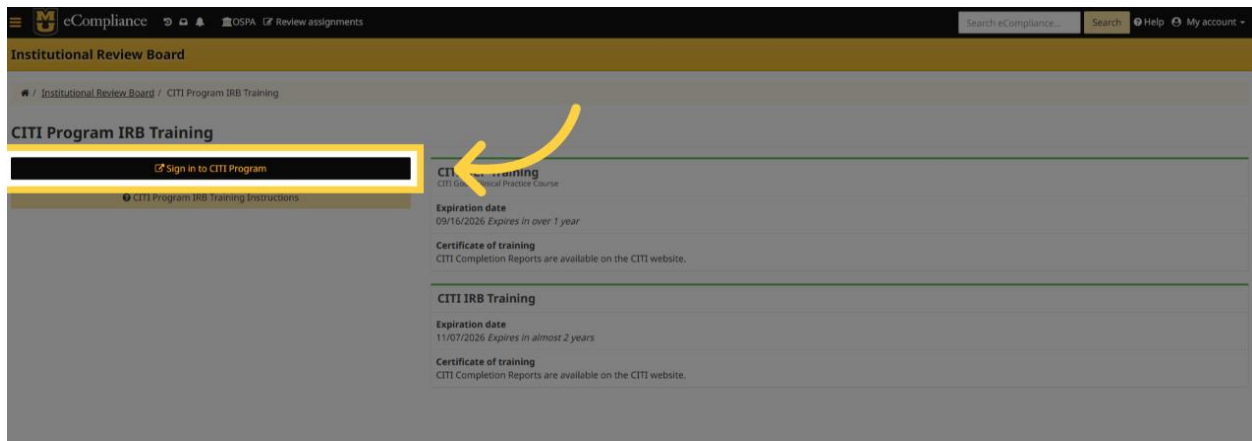1. Log onto: https://ecompliance.missouri.edu/login

2. Select **Institutional Review Board** Module
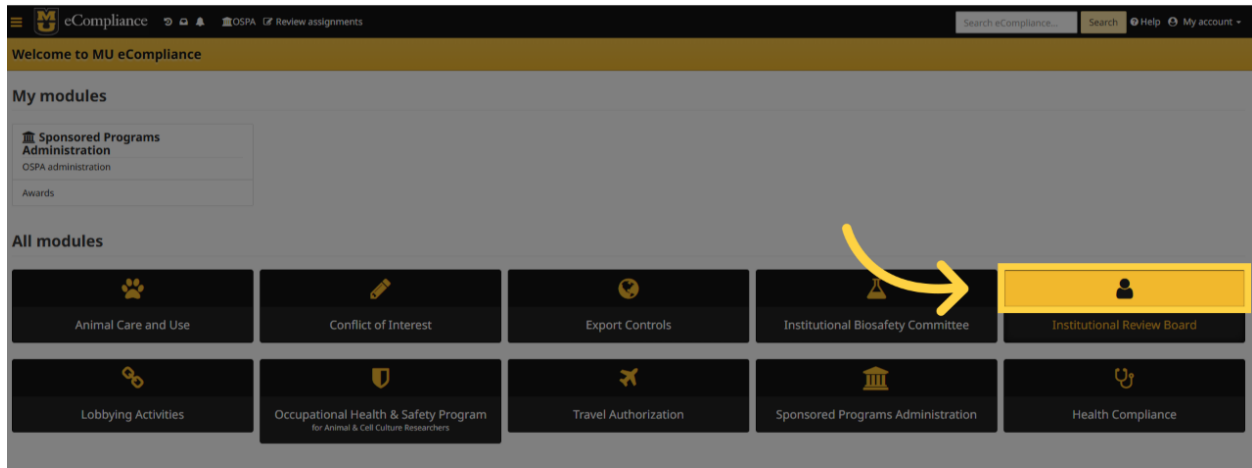
3. Select *CITI Program IRB training*
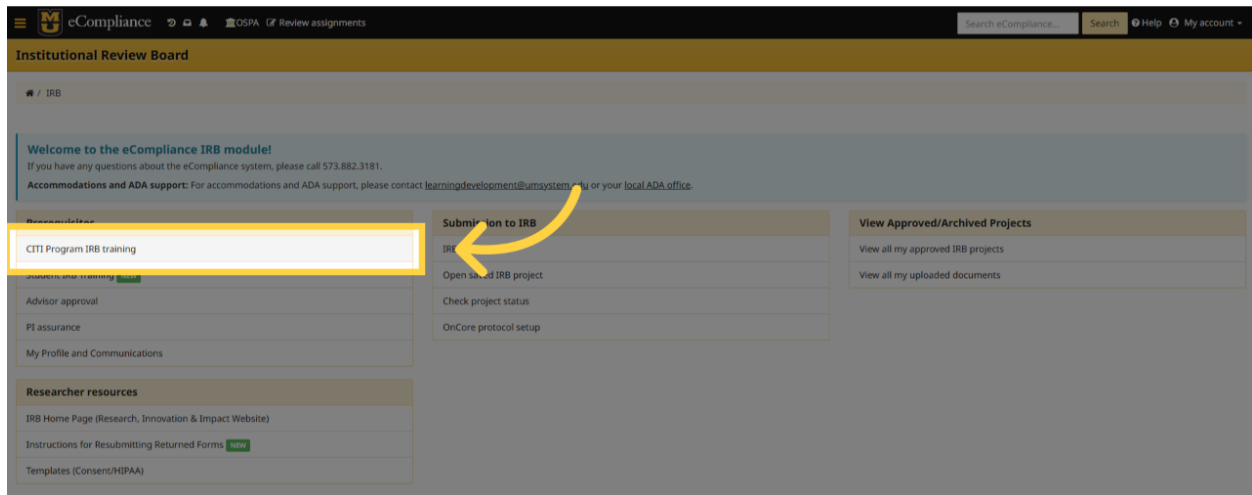
4. Select "**Sign in to CITI Program**" if you don't have CITI IRB training or the current certificate has expired

Prompted to CITI website

5. You will be automatically signed in to www.citiprogram.org, where you can browse your current courses or add new courses.

6. If you don't see any required course listed under "**Active Courses**", choose "**Add a Course**"
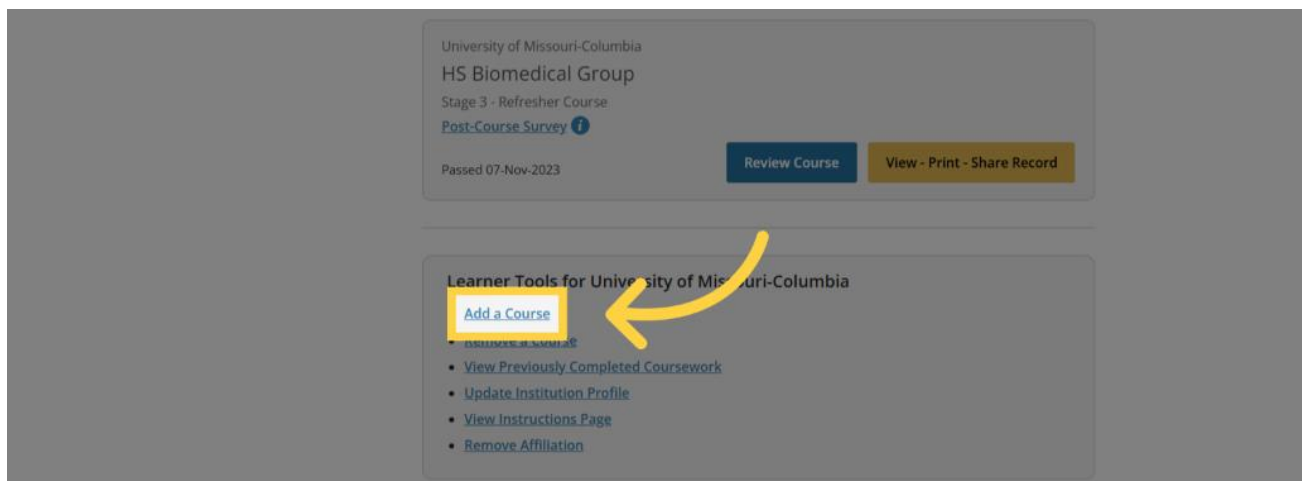
7. In **Question 1,** only select *Biomedical/Social Behavioral HSR* course under the **Human Subject Research & Good Clinical Practice** section.
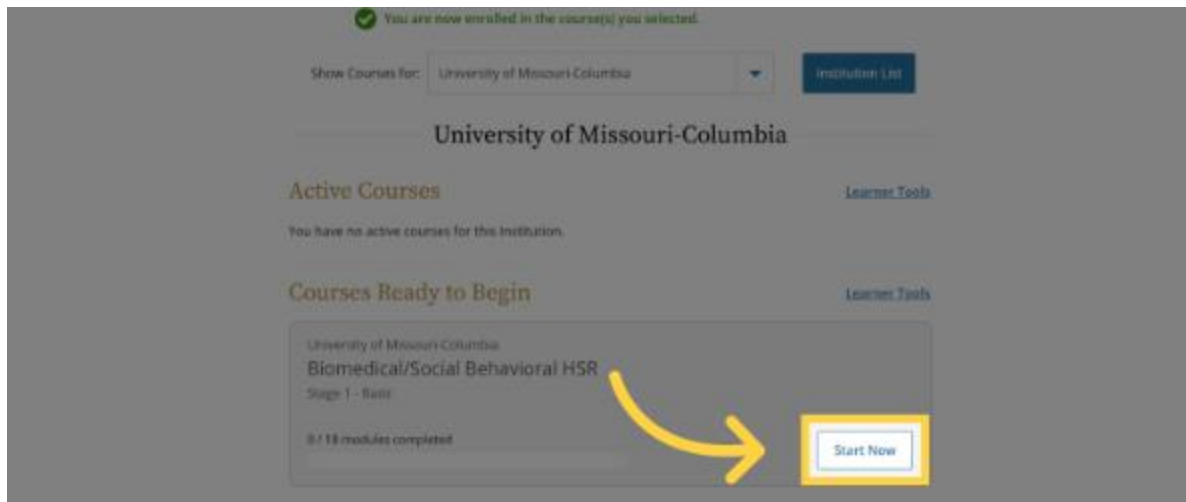
   Note: if you have already done the *Biomedical/Social Behavioral* training, you will just need to take the *Biomedical/Social Behavioral (REFRESHER)* course
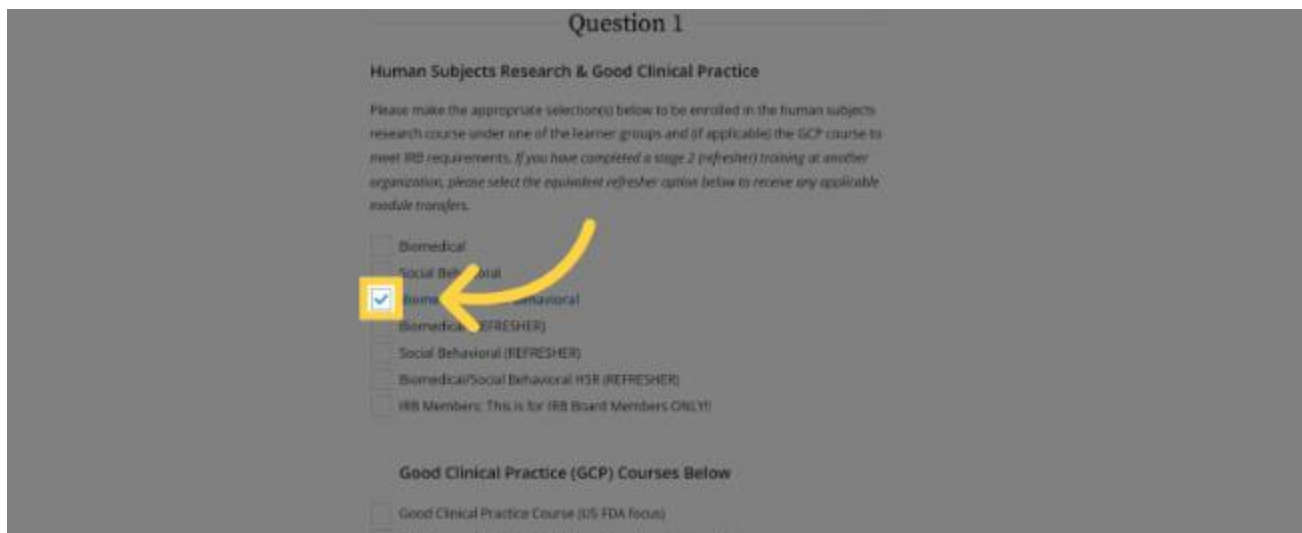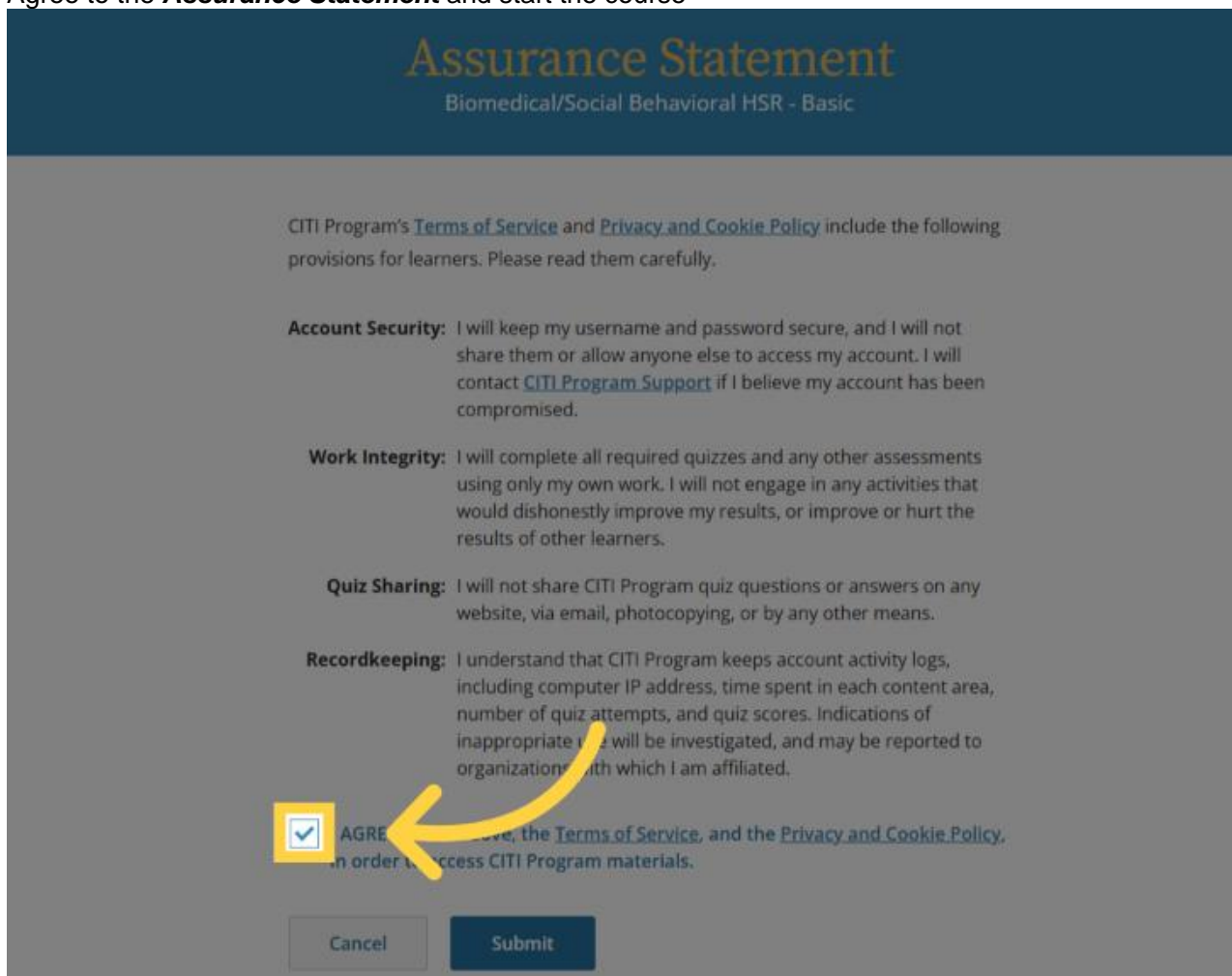

8. Skip all the remaining sections and submit
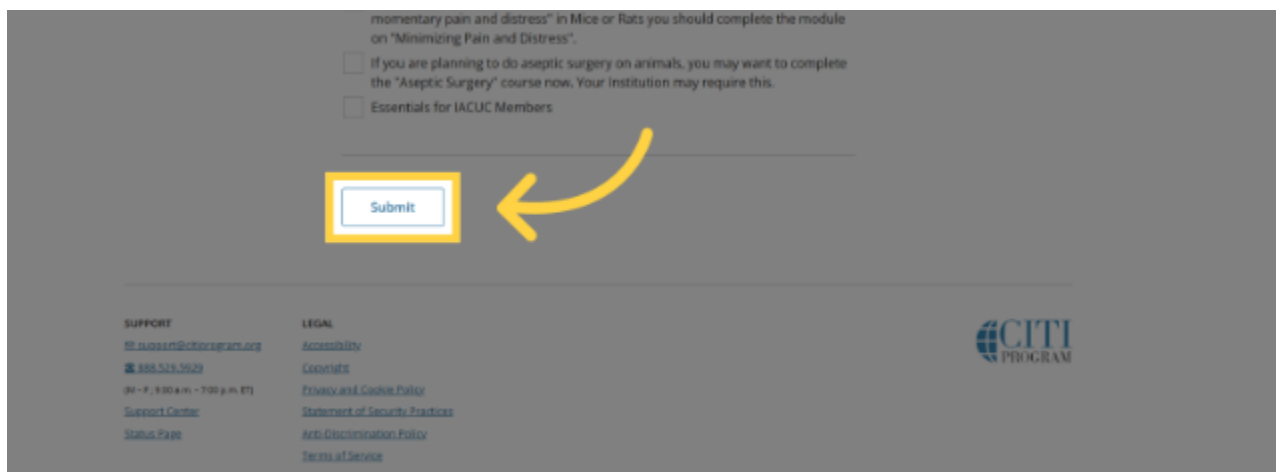
9. The new course should be added to your home page under the "**Course Ready to Begin**" section. Select "*Start Now*".


10. Agree to the *Assurance Statement* and start the course

11. It takes about 45 minutes to 1 hour to complete the course. The CITI HSR (human subject research) training provides essential knowledge and skills related to the ethical and regulatory aspects of conducting research involving human subjects. Although we will only be using de-identified data for the class, it still constitutes human subject data that requires proper handling.

Obtain Course Completion Certificate

12. Once the course is successfully completed, you should be able to see it listed under the **Complete Course** section. Select "**View – Print – Share Record**" of the course.
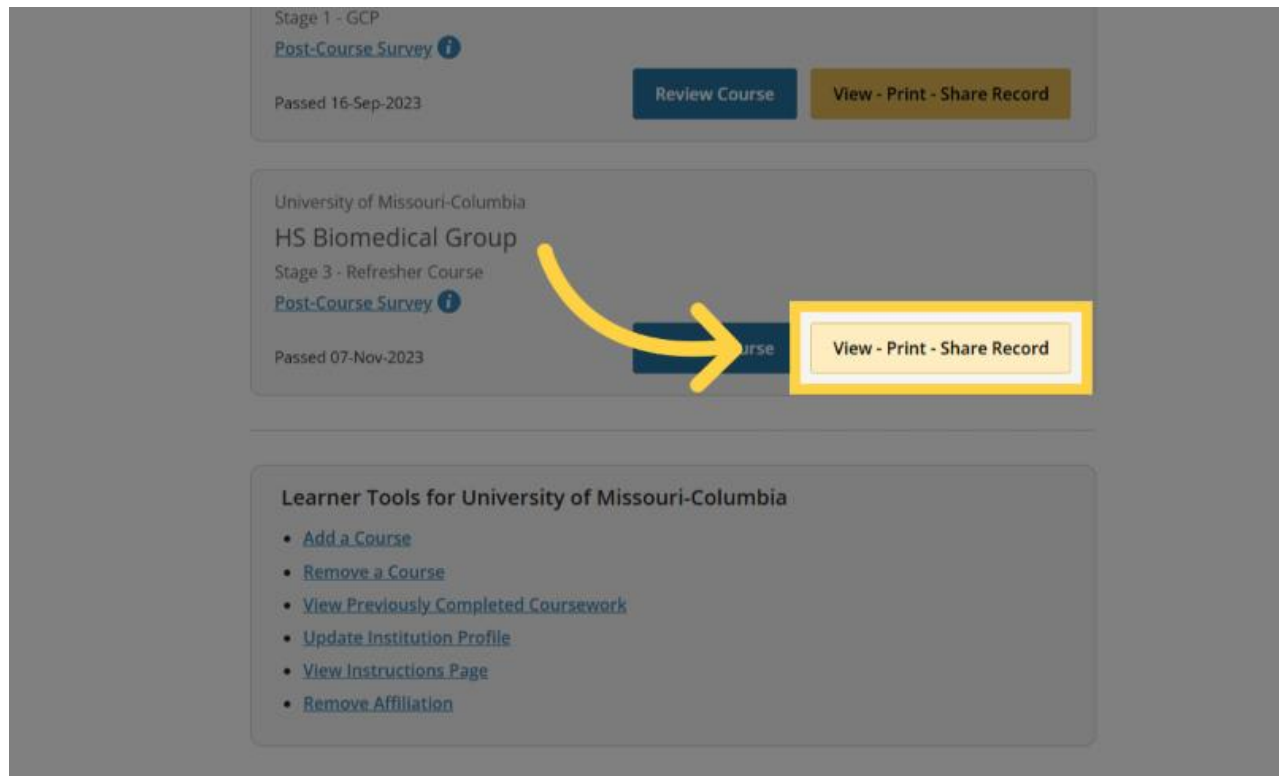
13. Select "View/Print" of **Completion Certificate.** You will need this certificate to apply for the data and toolbox access when completing the NextGen BMI intake form.