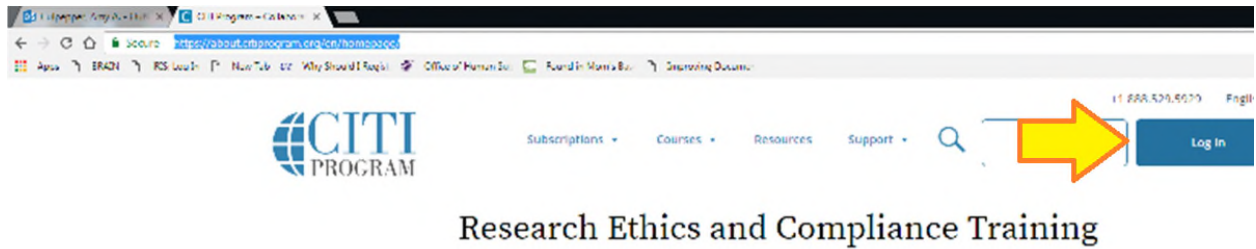


How to Affiliate with CHRISTUS Health through CITI

To log into your account you will go to: <https://about.citiprogram.org/en/homepage/>

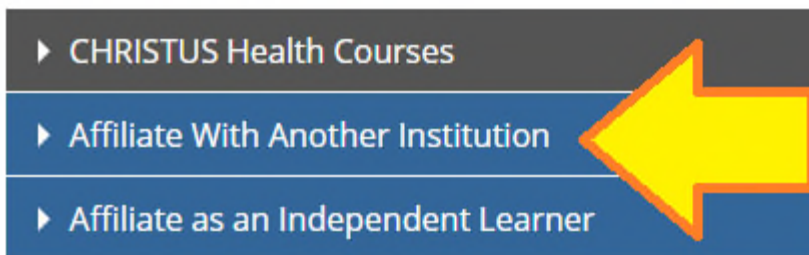
Click on the Log in box on the upper right hand corner:



Once you are in your account click on Affiliate with Another Institution:



Main Menu / My Courses



How to Affiliate with CHRISTUS Health through CITI

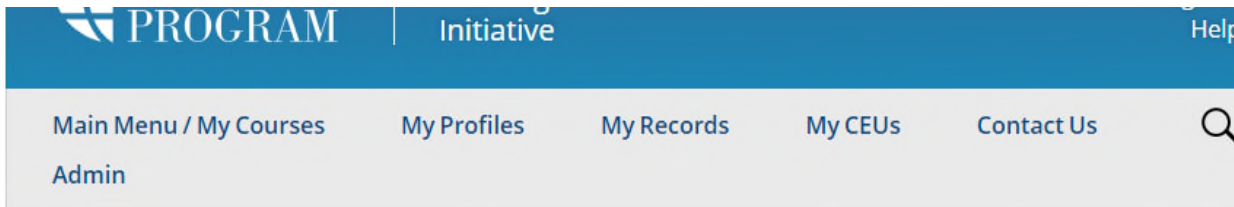
A drop down box will come up and click on **Affiliate with another institution a second time.**

Then type in **CHRISTUS Health**

Click **I AGREE**

Click **I affirm**

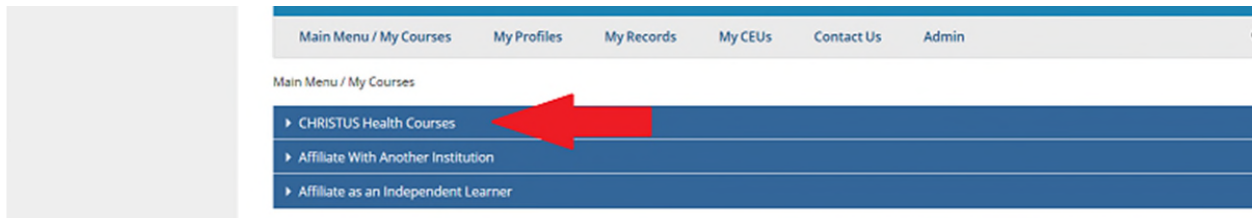
And the click **continue**



Home > My Profile > Affiliate with New Institution

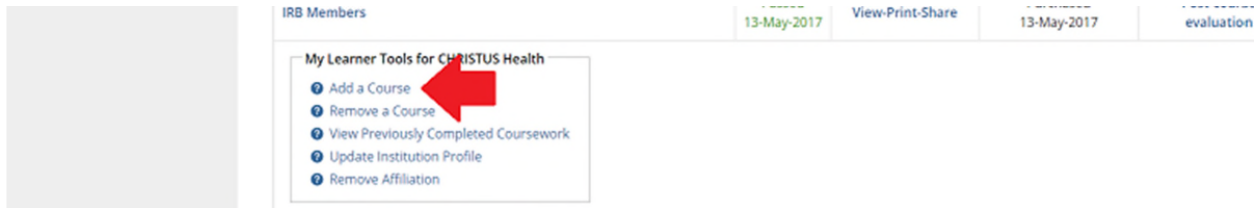
The screenshot shows the "Select Your Organization Affiliation" form. The form has a blue header with the title "Select Your Organization Affiliation". Below the header, there is a text box with the instruction: "To find your organization, enter its name in the box below, then pick from the list of choices provided." Below the text box is a search input field containing "CHRISTUS Health". Below the search field are two checkboxes, both of which are checked: "I AGREE to the Terms of Service for accessing CITI Program materials." and "I affirm that I am an affiliate of CHRISTUS Health." Below the checkboxes is a blue "Continue" button. Three yellow arrows point to the search input field, the "I AGREE" checkbox, and the "Continue" button.

Once you return to the home page it will ask you which courses you would like to complete. Please pick **CHRISTUS Health Courses**:



How to Affiliate with CHRISTUS Health through CITI

Then click on Add a Course:

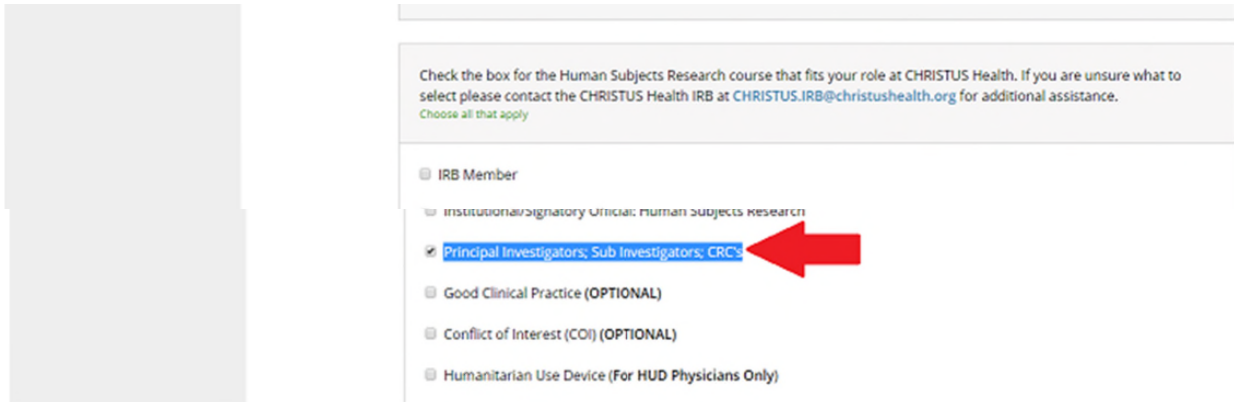


IRB Members | 13-May-2017 | View-Print-Share | 13-May-2017 | evaluation

My Learner Tools for CHRISTUS Health

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

Then pick Principle Investigators; Sub-Investigators; CRCs



Check the box for the Human Subjects Research course that fits your role at CHRISTUS Health. If you are unsure what to select please contact the CHRISTUS Health IRB at CHRISTUS.IRB@christushealth.org for additional assistance.
Choose all that apply

- IRB Member
- Institutional/Designatory Official: Human Subjects Research
- Principal Investigators; Sub Investigators; CRC's**
- Good Clinical Practice (OPTIONAL)
- Conflict of Interest (COI) (OPTIONAL)
- Humanitarian Use Device (For HUD Physicians Only)

You should then return to your home page. On the left you should see **You are now enrolled in the course(s) you selected.** You will see in the middle of the page that it shows that the status is Incomplete. To complete the courses you will click on the Principal Investigators: Sub-Investigators; CRCs.



PROGRAM | Log Out

Main Menu / My Courses | My Profiles | My Records | My CEUs | Contact Us | Admin

Main Menu / My Courses

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

▼ CHRISTUS Health Courses

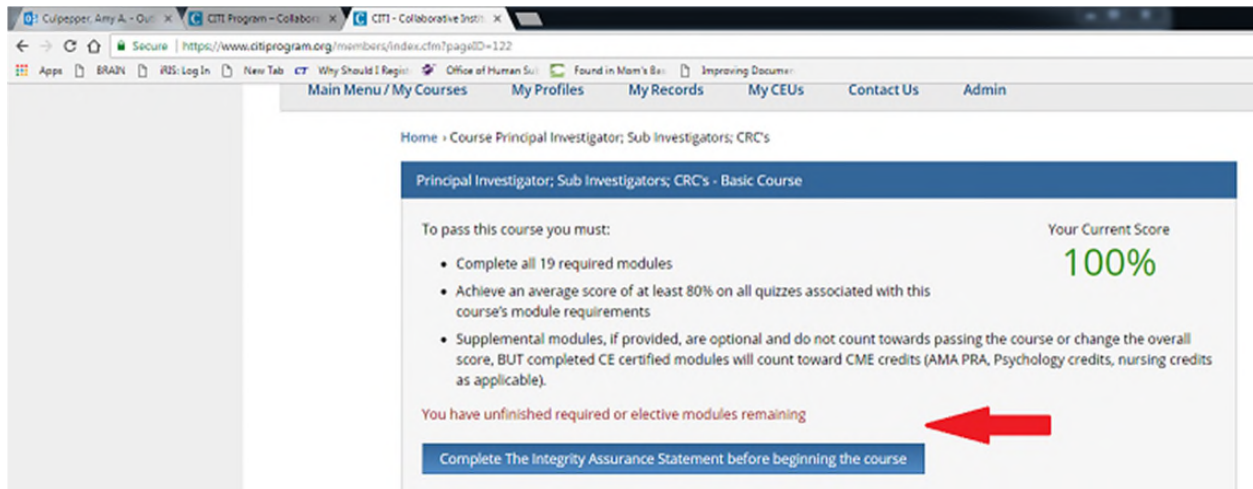
Course	Status	Completion Record	CE Credits	Survey
IRB Members	Passed 13-May-2017	View-Print-Share	Purchased 13-May-2017	Post-course evaluation
Principal Investigator; Sub Investigators; CRC's	Incomplete	Not Earned	Not Earned	

My Learner Tools for CHRISTUS Health

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

How to Affiliate with CHRISTUS Health through CITI

Once you click on the desired course it will tell you that there are 19 modules to complete. You will also have to complete the integrity assurance statement.



The screenshot shows a web browser window with the URL <https://www.citiprogram.org/members/index.cfm?pageID=122>. The page title is "Principal Investigator; Sub Investigators; CRC's". The main content area is titled "Principal Investigator; Sub Investigators; CRC's - Basic Course". It lists the requirements to pass the course:

- Complete all 19 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or change the overall score, BUT completed CE certified modules will count toward CME credits (AMA PRA, Psychology credits, nursing credits as applicable).

On the right side, it displays "Your Current Score" as **100%**. Below the requirements, it states "You have unfinished required or elective modules remaining" with a red arrow pointing to a blue button that says "Complete The Integrity Assurance Statement before beginning the course".

Then you should be able to complete the courses.

You will only be required to complete those courses that were not completed under your previous affiliation.

Once you complete all 19 modules you will receive a certificate of completion.

Please let us know if you have any questions or need further assistance.