

## CITI Training Information for Students

All students participating in an educational experience that involves research must complete training through Collaborative Institutional Training Initiative (CITI), prior to their educational experience. There is no cost for this training.

Follow the steps below to register and complete the required training.

1. Go to the CITI website [www.citiprogram.org](http://www.citiprogram.org)
2. Go to **“Register”** and enter **“Prisma Health”** in the **“Select Your Organization Affiliation”** search box.
  - a. Select **“Prisma Health-Upstate”** or **“Prisma Health-Midlands”** depending on which affiliate you are rotating at.
  - b. Click the small box next to **“I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials”**
  - c. Click the small box next to **“I affirm that I am an affiliate of Prisma Health-Upstate”**
  - d. Click **“Continue To Create Your CITI Program Username/Password”**
3. Enter your information
  - a. Click **“Continue To Step 3”**
4. Create a Username, Password and Security Question/Answer
  - a. Click **“Continue To Step 4”**
5. Enter your Country of Residence
  - a. Click **“Continue To Step 5”**
6. Click in the bubble next to **“No”** under all the questions on this page.
  - a. Click **“Continue To Step 6”**
7. Enter the information requested
  - a. If you are not an employee of Prisma Health, **enter 00000** for **“GHS Employee ID Number.”**
  - b. For **“Department or Research Site”** **enter your Department or Program** information (e.g., Pediatrics, MedEx, Surgery, etc.)
  - c. For **“Role in Human Subjects Research”** select **“Student Researcher – Undergraduate”** or **“Student Researcher Graduate”** (whichever applies)
  - d. For **“Institution”** enter **“Prisma Health”**
  - e. Click **“Continue To Step 7”**
8. Click on box under **“Choose all that apply”** and click **“Next”**
9. Click the **“Instructions Page”** link, review it, then **click “Yes”** and then **“Next”**
10. Click the bubble next to **“No, I need to enroll in a Basic Course”** then click **“Next”**
11. Select the bubble next to **“Biomedical/Clinical Research”** then click **“Next”**
12. Select the bubble next to **“No”** for the **“Clinical Trial Billing Compliance”** then click **“Next.”**
13. Select the bubble next to **“Not at this time”** for the **“Good Clinical Practice course”**
14. Select the bubble next to **“No”** for the **“Clinical Research Coordinator”** course.
15. Click **“Finalize Registration”**
16. Complete all required courses in **“Biomedical/Clinical Research”**
17. **Save** a copy of your **Completion Report** for your records and **submit via your myClinicalExchange** compliance checklist