



How to Enroll in Initial IRB Compliance Training

STEP BY STEP GUIDE

Step 1 – Enrolling in Courses

- ▶ To enroll in the initial IRB compliance training, first log in to myLearning.
- ▶ Search “Initial IRB Compliance Training Bundle” select it when it appears.
- ▶ Click on “Add to Dev Plan” at the bottom of the screen.
- ▶ You must select “Add to Dev Plan” to ensure the course is added to your plan.

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HOME QUICK LINKS REPORTS ADMINS HELP Jonathon Harris

Initial IRB Compliance Training Bundle (CITI) New SSO

Welcome to Human Subjects Research Initial IRB Compliance Training Bundle. If you are a study team member participating on School of Medicine IRB research studies, you are required to complete this training. Completion of these courses are required in order to be compliant with Johns Hopkins Medicine IRB policies.

Initial IRB Compliance Training Bundle includes three mandatory online courses:

- Basic Human Subjects Research (CITI)
- Health Privacy Issues for Researchers (CITI)
- Conflict of Interest and Commitment

HOW TO ENROLL IN AND COMPLETE Initial IRB Compliance Training Bundle:

- Scroll to the bottom and click '**Add to Dev Plan**'
- Go to **My Plan** and select the '**Self-Enrollments**' tab
- Click on **Initial IRB Compliance Training Bundle** (course links will now be active)
- To access training to complete the individual coursework:
 - Turn off Pop-up blockers
 - Click each course to open in a new browser window. You will be directed to the CITI website.
- Answer the question based on if you need Initial training or if you also need GCP training.
- Click **View Courses** to begin completing coursework.
- Look for corresponding course titles on the CITI website under the **Active Courses** sub-header.
- Please **allow up to 24 hours for CITI to communicate a completed status to myLearning** training courses.

Course Title	Certificate	Status	Date Started	Completion Date
Human Subjects Research – Biomedical Research (CITI) New SSO *R		Not Started		
Researchers (CITI) New SSO *R		Not Started		
Conflict of Interest and Commitment *R		Not Started		

NOTE: All course titles displaying a *R must be completed.

Reviews and Ratings

Average: ☆☆☆☆☆

Add to Dev Plan

Step 2 – Adding Courses to Your Plan

- ▶ You can view the added courses by going to the “My Plan” screen in myLearning and from there select the 'Self-Enrollments' tab
- ▶ Select the course under ‘Course Name’

My Plan for Jessica Jones

Auto-Enrollments 1 Self-Enrollments 5 Outside Learning Activities Pending Course Evaluations

Your learning plan tracks internal and external training.

- **Auto-Enrollments:** Courses in which you have been enrolled by your department or program.
- **Self-Enrollments:** Courses that you enrolled in yourself as well as Optional courses you were enrolled in by others (management).
- **Outside Learning:** Courses, conferences, classes, etc. in which you participated or which you completed that were outside of myLearning.
- **Pending Course Evaluations:** Evaluations for courses you have completed. Please share your feedback.

You can:

- Add courses by searching the [Catalog](#).
- Remove self-enrollments that have a red 'X' in the **Remove** column.
- Add an outside learning activity.
- Complete pending course evaluations.

Self-Enrollments

Courses will appear here

Course Name	Status	Date Started	Completion Deadline	Remove	Provider
Initial IRB Compliance Training Bundle (CITI) New SSO	Not Started			X	JHM IRB Training

Step 3 – Accessing Courses

To access the specific courses within the bundle:

- ▶ Turn off Pop-up blockers
- ▶ Click on Human Subjects Research – Biomedical Research (Previously Basic Human Subjects Research) or Researchers (Previously Health Privacy Issues for Researchers) to open the course in CITI.
 - ▶ Human Subjects Research-Biomedical Research course and the Researchers course will take you to the CITI page
- ▶ Conflict of Interest and Commitment course will be completed in myLearning
- ▶ You must complete Human Subjects Research-Biomedical Research course and the Researchers course in CITI and complete Conflict of Interest and Commitment in myLearning to get the full credit for the bundle

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Researchers (CITI) New SSO *R		Not Started		
Conflict of Interest and Commitment *R		Not Started		

NOTE: All course titles displaying a *R must be completed.

Reviews and Ratings

Average: ☆☆☆☆

My Rating: ☆☆☆☆

Enroll Others

Clicking on a course name will take you to the CITI website.

Step 4: Adding Courses in CITI

- ▶ Once you click on Human Subjects Research-Biomedical Research course or the Researchers course in myLearning, you will be directed to <https://about.citiprogram.org/>
- ▶ SOM affiliates should select “Johns Hopkins Medical Institutions” as their institution from the drop down list
- ▶ Select “My Courses” at the top of the page and click add a course

The screenshot displays the CITI Program website interface. At the top, the navigation bar includes the CITI PROGRAM logo, a search icon, and user information for Jonathon Harris (ID 3454910). The main navigation menu contains links for My Courses, My Records, My CE/CMEs, Support, and Admin. A red arrow points to the 'My Courses' link. Below the navigation bar, a welcome message for Jonathon is displayed, along with statistics for Courses Completed (15) and Years of Membership (8). The main content area shows a dropdown menu for 'Show Courses for:' with 'Johns Hopkins Medical Institutions - TEST' selected. A red box highlights this dropdown. Below the dropdown, a message states 'You are not enrolled in any courses for this institution.' with an 'Add a Course' button. A red arrow points to this button. Below the message, there is a section for 'Learner Tools for Johns Hopkins Medical Institutions - TEST' with links for 'Add a Course', 'View Previously Completed Coursework', 'Update Institution Profile', and 'Remove Affiliation'. The footer contains support and legal information, including contact details and links for Accessibility, Copyright, Privacy and Cookie Policy, Statement of Security Practices, and Terms of Service.

Step 5- Confirming Your Course Selection in CITI

- ▶ If you only need Initial IRB Compliance Training, select the first option. This option does not include Good Clinical Practice (GCP) training.
- ▶ Select “Next” to view the individual courses

English ▾

CITI PROGRAM My Courses My Records My CE/CMEs Support Admin

Jonathon Harris ID 3454910 ▾

Select Curriculum

Johns Hopkins Medical Institutions - TEST

Question 1

Which training do you need to complete (select only one option)?

This question is required. Choose one answer.

- I need Initial IRB Compliance training only (This selection will add Basic Human Subjects Research and Health Privacy Issues for Research. Conflict of Interest has been automatically added in MyLearning)
- I need Initial IRB Compliance training and Good Clinical Practice (GCP) training (This selection will add Basic Human Subjects Research and Health Privacy Issues for Research. Conflict of Interest has been automatically added in MyLearning)
- I only need Good Clinical Practices training.
- I need to complete Recertification Training (This course includes Good Clinical Practices training and is required for both PI and Study Team recertification)

Start Over Next

SUPPORT 888.529.5929 LEGAL [Accessibility](#)

CITI PROGRAM

Step 6- Completing Initial IRB Compliance Training

- ▶ Select “Start Now” to begin a course.
 - Course titles that need to be completed in CITI-
 - ▶ Human Subject Research-Biomedical Research
 - ▶ Researchers
- ▶ Reminder: Conflict of Interest and Commitment (COIC) is not taken in CITI. COIC is taken in myLearning and will be automatically included on the “My Plan” page in myLearning when you add the bundle to your development plan.
- ▶ Once courses are complete, they will appear under “Completed Courses”. Certificates will be available in myLearning approximately 24 hours after course completion.
- ▶ The certificate for the three course bundle will not be available until all courses have been completed in CITI and myLearning

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

Show Courses for: Johns Hopkins Medical Institutions - TEST [Institution List](#)

Johns Hopkins Medical Institutions - TEST

Active Courses [Learner Tools](#)

You have no active courses for this institution.

Courses Ready to Begin [Learner Tools](#)

Johns Hopkins Medical Institutions - TEST
Researchers
Stage 1 - Basic Course
0 / 1 modules completed [Start Now](#)

Completed Courses [Learner Tools](#)

Johns Hopkins Medical Institutions - TEST
Human Subject Research - Biomedical Research
Stage 1 - Basic Course
[Post-Course Survey](#)
Passed 21-Sep-2021 [Review Course](#) [View - Print - Share Record](#)

Learner Tools for Johns Hopkins Medical Institutions - TEST

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

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For questions, contact the JHM IRB Help Desk at
jhmeirb@jhmi.edu