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.

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			✗	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

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

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

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

For questions, contact the JHM IRB Help Desk at
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