Adding the required IRB Training Course in CITI
• Login to your CITI account using your username and password.
• Under the heading “My Learner Tools for Nova Southeastern University” please click on “Add a Course”.

<table>
<thead>
<tr>
<th>Nova Southeastern University Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>21. THE INSTITUTIONAL REVIEW BOARD (IRB)</td>
</tr>
</tbody>
</table>

- My Learner Tools for Nova Southeastern University
  - Add a Course
  - Remove a Course
  - View Previously Completed Coursework
  - Update Institution Profile
  - View Instructions page
  - Remove Affiliation

› Click here to affiliate with another institution

› Affiliate as an Independent Learner
• Select “Yes” to the question ‘Is this the first time doing the CITI Program as a member of the NSU Community?’
• Click the **Next** button.
• Select ‘Human Research (IRB Required Program)’
• Click the "Next" button.
- Select the learner group that corresponds to your academic center.
  - **Do not** select 21. The Institutional Review Board, that is for IRB Board members only.
- Click “Next”
• You have now added your CITI course to your main page.
• Select the course and you may begin your CITI training.

Your request has been successfully submitted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. College of Natural Sciences and Oceanography</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
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Questions???

If you have any further questions regarding adding a CITI training course please contact the Post-Approval Monitor:

Crystal Bass, B.S.
954-262-5376
cb1691@nova.edu