Adding the required IRB Training Course in CITI

NOVA SOUTHEASTERN UNIVERSITY
Institutional Review Board
• 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”.

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**Nova Southeastern University Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. THE INSTITUTIONAL REVIEW BOARD (IRB)</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
</tbody>
</table>

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**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

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› 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”

*Select the group appropriate to your research activities.*

Choose all that apply

- [ ] Group 1: Biomedical (HPD) Researchers
- [ ] Group 2: Social-Behavioral-Educational (Non-HPD) Researchers
- [ ] Group 3: College Representatives & IRB Office Staff ONLY
- 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.

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<tr>
<td>20. College of Natural Sciences and Oceanography</td>
<td>Not Started</td>
<td>Not Earned</td>
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Questions???

If you have any further questions regarding adding a CITI training course please contact the IRB Assistant Director:

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cb1691@nova.edu