Affiliating with Nova Southeastern University in CITI

NOVA SOUTHEASTERN UNIVERSITY
Institutional Review Board
• Login to your CITI account using your username and password.
• Under the dropdown heading ‘Affiliate With Another Institution’ please click on the “Affiliate With Another Institution” link.
• Type into the search box “Nova Southeastern University” and it will automatically pull up NSU.
• Checkmark the boxes to agree and affirm and select ‘Continue’ to complete the affiliation process with NSU.
• Nova Southeastern University should now show up as one of your affiliated institutions.
• The next slides will cover registering for the correct IRB Human Subjects Training
Adding the required IRB Training Course in CITI
• Under the heading “My Learner Tools for Nova Southeastern University” please click on “Add a Course”.

![Nova Southeastern University Courses Table]

- **Course**: Add a Course
- **Status**: Not Started
- **Completion Report**: Not Earned

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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.

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**Select Curriculum - Nova Southeastern University (543)**

* indicates a required field.

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**Is this the first time doing the CITI Program as a member of the NSU community?**

Choose one answer

- [ ] Yes
- [ ] No

[Next] [Start Over]
• 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.

<table>
<thead>
<tr>
<th>Nova Southeastern University Courses</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>
<tr>
<td>21. THE INSTITUTIONAL REVIEW BOARD (IRB)</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></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
Questions???

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

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