ARROWHEAD REGIONAL MEDICAL CENTER

The Heart of a **Healthy Community**

Instructions to Complete CITI Training

1. **Log into CITI:** Copy and paste the following URL into your web browser: https://www.citiprogram.org . Follow the on screen instructions to log into CITI. If you forgot your username/password, follow on-screen instructions to retrieve your information.

2. **Affiliate with ARMC:** Once you have logged into CITI, click the 'Main Menu' link. On the Main Menu page, make sure that 'Arrowhead Regional Medical Center' is listed.

3. **Select Training Course:** After affiliating with ARMC, you will Select Curriculum.

   Only answer Question 1 by choosing the group according to your research project.

4. **View/Complete CITI Courses:** Click on 'Arrowhead Regional Medical Center' to view your selected course(s). Click on the course title to complete the required modules. You can stop and resume the training between modules and CITI will save your work.

   Once the course has been completed and passed (must score a minimum of 80%), you will be able to 'View-Print-Share Record' and it will move into the 'Completed Courses' section.
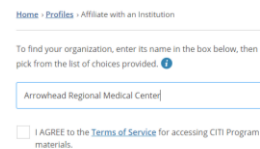
   Most courses are valid for a 3 year period. If additional courses are required by the ARMC IRB, they will be assigned to your CITI account and you will receive notification via your ARMC email.
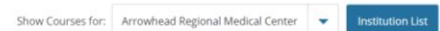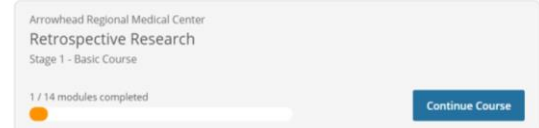
For further assistance, contact the ARMC Office of Research and Grants/ IRB at:
ARMC-IRB@armc.sbcounty.gov or 909-580-6336