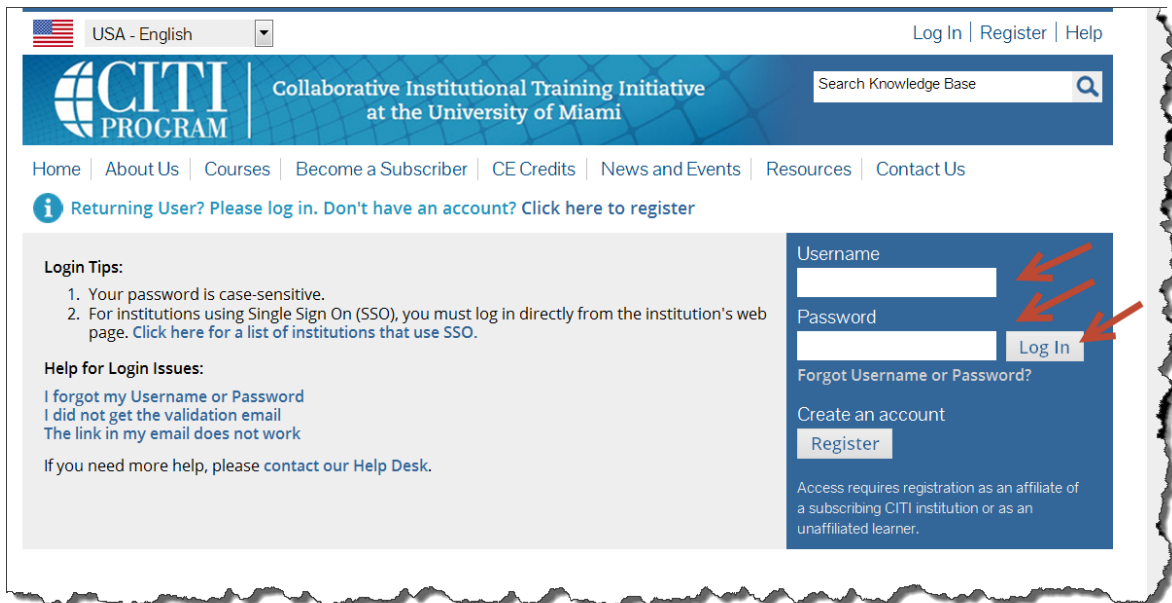


CITI Human Subject Protection REFRESHER Exam Instructions

1. Go to <https://www.citiprogram.org>
2. Login with your CITI username and password. If you have forgotten your login information, click the 'Forgot Username or Password' and it will be sent to you.



3. In the Main Menu click the words 'Brigham & Women's Hospital Courses' or 'Massachusetts General Hospital Courses' to expand the menu.



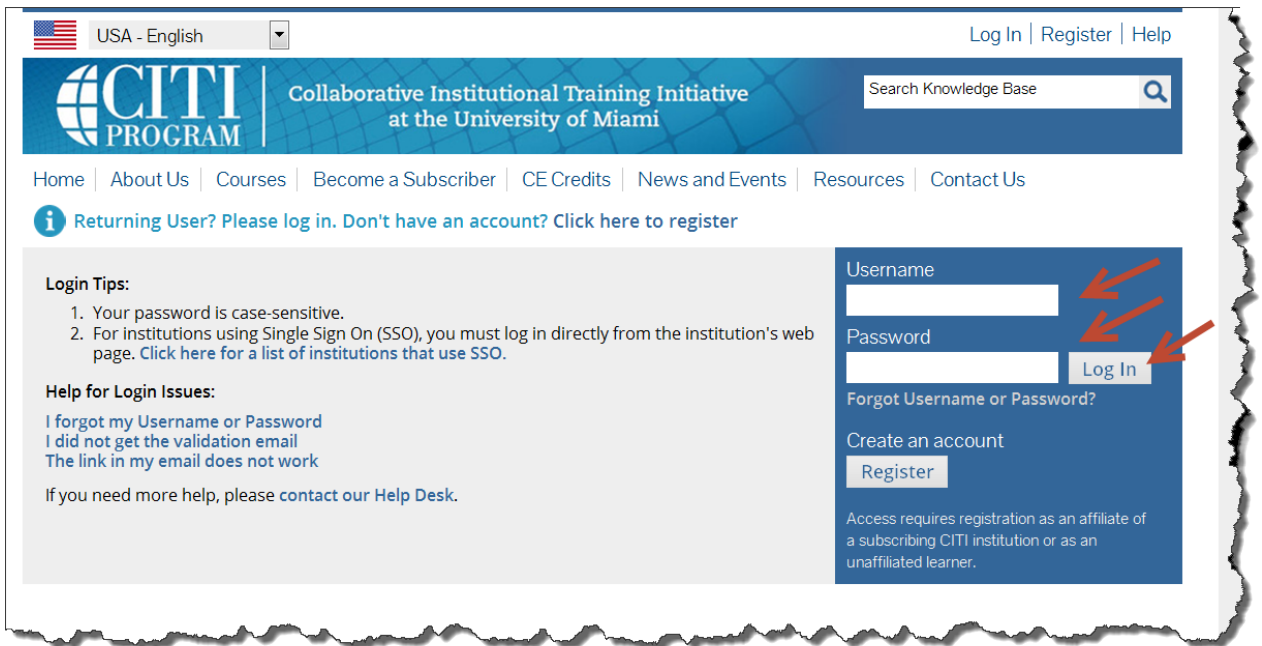
4. Click the course name to begin.

The screenshot shows the CITI PROGRAM website header with the logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar is located in the top right. Below the header is a navigation menu with links: Main Menu, My Profiles, CE Credit Status, My Reports, Support, and Admin. A 'Main Menu' dropdown is open, showing 'Brigham and Women's Hospital Courses'. Under this, there is a table with columns: Course, Status, Completion Report, and Survey. The first row is 'Biomedical Research Investigators and Key Personnel' with a status of 'Not Started' and 'Not Earned'. A red arrow points to the course name. Below the table is a section titled 'My Learner Tools for Brigham and Women's Hospital' with links: Add a Course or Update Learner Groups, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation.

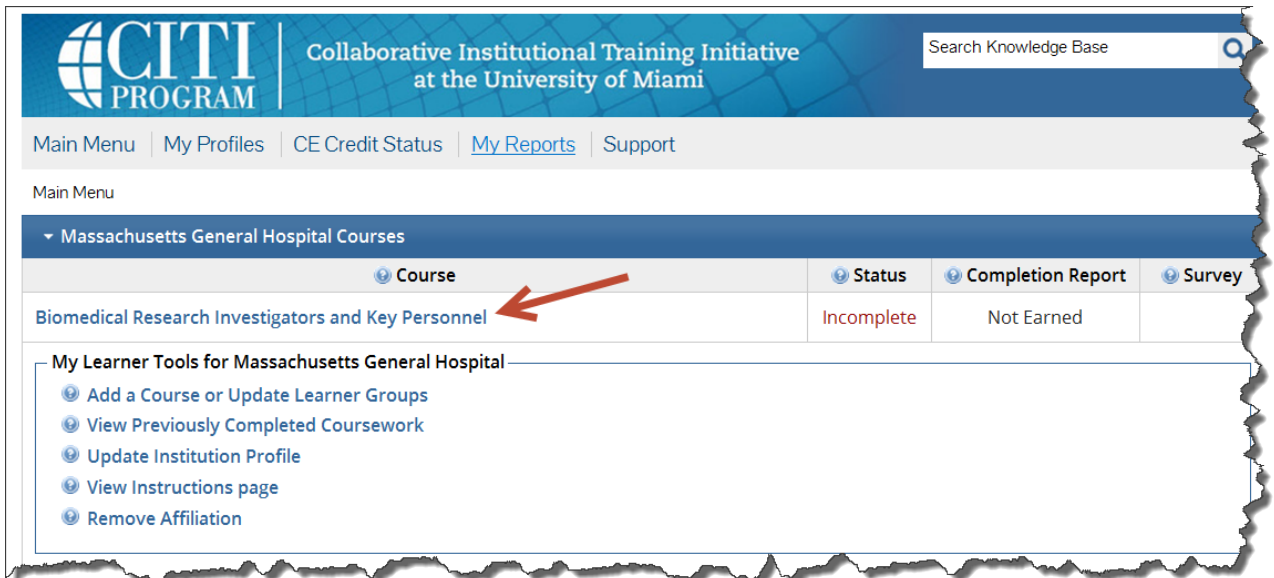
5. You are now ready to start completing modules. Click on the title of the first module in the list of required modules to begin. Follow the directions for each module to complete. The course generally takes 1 hour to complete. You do not have to complete in one sitting. You may stop and start as you wish.

The screenshot shows the course details page for 'Biomedical Research Investigators and Key Personnel - Refresher Course'. The header is the same as in the previous screenshot. Below the header is a navigation menu with links: Main Menu, My Profiles, CE Credit Status, My Reports, Support, and Admin. A 'Main Menu' dropdown is open, showing 'Course Biomedical Research Investigators and Key Personnel'. Below this is a section titled 'Biomedical Research Investigators and Key Personnel - Refresher Course'. It contains the text 'To pass this course you must:' followed by a list of requirements: 'Complete all 15 required modules' and 'Achieve an average score of 80% on all quizzes'. To the right, it says 'Your Current Score' and '0%'. Below this is a red text message: 'You have unfinished modules remaining'. At the bottom is a table titled 'Required Modules' with columns: Module Name, Date Completed, and Score. The first row is 'An Overview of Clinical Trials Billing (ID: 15053)' with a status of 'Incomplete' and a score of '0/0 (0%)'. A red arrow points to the module name. The second row is 'An Overview of Clinical Trials Billing II (ID: 15240)' with a status of 'Incomplete' and a score of '0/0 (0%)'. The third row is 'Biomed Refresher 1 - Instructions (ID: 960)' with a status of 'Incomplete' and a score of '0/0 (0%)'.

6. To resume the exam, login with your CITI username and password. If you have forgotten your login information, click the 'Forgot Username or Password' link and it will be sent to you.



7. Click the course name link under the Main Menu to resume.



8. When you have completed all required modules successfully, you will be able to print a copy of your completion report. Partners IRBs is notified automatically of your completion. If you have any questions about your completion report, contact your IRB [protocol administrator](#) or send an email to citiprogram@partners.org.

The screenshot displays the CITI PROGRAM interface. At the top, the logo for the Collaborative Institutional Training Initiative at the University of Miami is visible, along with a search bar for the Knowledge Base. A navigation menu includes links for Main Menu, My Profiles, CE Credit Status, My Reports, Support, and Admin. The main content area shows a dropdown menu for 'Massachusetts General Hospital Courses'. A table lists a course titled 'Biomedical Research Investigators and Key Personnel' with a status of 'Passed' on '12/16/2013'. A 'Print Report' button is highlighted with a red circle, and a 'Take Survey' link is also present. Below the table, a section titled 'My Learner Tools for Massachusetts General Hospital' contains several links: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'.

Course	Status	Completion Report	Survey
Biomedical Research Investigators and Key Personnel	Passed 12/16/2013	Print Report	Take Survey

My Learner Tools for Massachusetts General Hospital

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)