

Step 2: Under "Institutional Courses" in the middle of the webpage, select "View Courses" next to "William & Mary"

The screenshot shows the Citi Program website interface. At the top, there is a navigation bar with the Citi Program logo, links for "My Courses", "My Records", "My CEs", "Support", and "Admin", a search icon, and a language dropdown set to "English". Below the navigation bar is a dark blue header area with a "Welcome" message and two circular statistics: "8 Courses Completed" and "1 Month of Membership". The main content area is titled "Institutional Courses" and contains a paragraph explaining that these courses are available to learners with an affiliation. Below this, there is a list of institutions, with "William & Mary" highlighted. Next to "William & Mary" is a blue button labeled "View Courses", which is circled in yellow. Below the list, there are two questions: "Would you like to affiliate with another Institution?" with an "Add Affiliation" button, and "Would you like to remove an existing affiliation?" with a "Remove Affiliation" button. Below the "Institutional Courses" section is the "Independent Learner" section, which includes a paragraph about registering as an independent learner and a blue button labeled "Register as an Independent Learner".

Step 3: Scroll to the bottom of the page until you see "Learner Tools for William & Mary" and click "Add a course"

The screenshot shows the "Learner Tools for William & Mary" section at the bottom of the page. It is a dark blue box with a white border containing a list of links. The first link, "Add a Course", is circled in yellow. The other links in the list are "Remove a Course", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions Page", and "Remove Affiliation".

Step 4: Retake the enrollment questionnaire. You can use the sections below to determine which courses you will need to take based on the research committee (e.g. IBC, IACUC, PHSC) and your role (e.g. investigator, student, committee member, etc.).

<https://www.wm.edu/offices/sponsoredprograms/researchcompliance/onlinetraining/>

enrollment questions. Your responses will be used to determine which courses you need to take. Please read the questions carefully.

For questions regarding course requirements or selection, please contact:

W&M Research Compliance  
[researchcompliance@wm.edu](mailto:researchcompliance@wm.edu)

For Technical Support with the CITI Program website, please contact:

[CITI Program Support](#)

[View Instructions Page](#)

## Question 1

Select a Human Subjects course dependent on your role if you will be working with Human Subjects.

- IRB Chair
- IRB Committee Member
- IRB Investigators: Social & Behavioral Research
- IRB Investigators: Biomedical Research

## Question 2

Select a Human Subjects course dependent on your research area (if applicable). (ALL NEW ADDITIONS except GCP)

- Social-Behavioral Research with Prisoners

## Question 9

Select this course if you are working with collaborators internationally or are foreign nationals (in the US or abroad)

Export Compliance

After you've answered question 9, click "submit"

The screenshot shows a dark-themed user interface for William & Mary. At the top, the text "William & Mary" is partially visible. Below it, there are two sections: "Active Courses" and "Courses Ready to Begin". The "Active Courses" section has a sub-header "Active Courses" and a message "You have no active courses for this Institution." with a "Learner Tools" link. The "Courses Ready to Begin" section has a sub-header "Courses Ready to Begin" (circled in yellow) and a "Learner Tools" link. Below this, a course card is displayed for "William & Mary CITI Good Clinical Practice Course Stage 1 - Basic Course". The card shows "0 / 14 modules completed" and a "Start Now" button (circled in yellow).

Once you've submitted the enrollment questionnaire, the new courses will be added to your account under, "Courses Ready to Begin"