



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
RANCHO RESEARCH INSTITUTE, INC.
INSTITUTIONAL REVIEW BOARD**

To: All Investigators, Research Personnel and IRB Members

From: Marie Reyes Pineda, CIP
IRB Administrator

Subject: CITI Account Setup and Certification Confirmation

See instructions below for creating a CITI account and affiliating with Rancho Research Institute. You do **not** need to submit copies of your completion certificates. Instead, please send a brief email to irb@ranchoresearch.org confirming that all required modules have been completed.

NEW ACCOUNT:

If you are new to the CITI Program, please follow the instructions provided below to create an account.

1. Visit [CITI Program](#).
2. Click on **"Create An Account – Register"** to begin.
3. Under **"Participating Organizations"**, select **Rancho Research Institute** from the pull-down list, and then click **"Continue to Page 2"**.
4. Enter your name and email address, then continue to **page 3**.
5. Create a username and password for your account. You will also be asked to select and answer a security question. Continue to **page 4**.
6. **Optional:** Provide demographic information on this page if desired. Then, proceed to **Page 5**.
7. Enter institutional information, such as your job title, education level, department, etc. When responding to **"What is your role in research?"**, please enter **"Research Assistant"**. Continue to **page 7**.
9. Answer the Enrollment Questions to finalize your setup.
10. Once your registration is complete, you will receive an account validation email at the address you provided on **Page 2**. **You must validate your account through this email** to access the Main Menu and begin your courses.

EXISTING ACCOUNT:

If you already have an existing CITI Program account affiliated with another institution, **DO NOT** create a new account. Instead, link RRI to your account by clicking “Affiliate with Another Institution.”

1. Visit [CITI Program](#) and log in using your existing CITI username and password.
2. On the **Main Menu** page, scroll down and click “**Affiliate with another institution**”. Under “**Select your organization affiliation**,” type **Rancho Research Institute** and select it from the list.
3. Provide the required information, answer any prompted questions, and then click “**Submit**” to complete the affiliation process.
4. Answer the **Enrollment Questions**.
4. Begin the assigned training modules. You can complete the modules one at a time or all at once. Remember to save your progress before logging out of the training session.