

## How to Take the CITI Training Course-Information Privacy Security for Researchers

### 1) Create a Citi training account

If you do not have a Citi account, please register at:

<https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0&region=1&message=0>

\*During registration, set your Organization Affiliation to Eastern Virginia Medical School.

### 2) Once registered, go to the “**view courses**” list for Eastern Virginia Medical School

### 3) Steps for Finding a Course:

1. Click “View Courses”
2. At the bottom click “add a course”
3. For “Do you need to take IRB/Human Subjects Research training?” – Click Yes - even if you already took this course
4. For “Have you already taken the basic training and need a refresher?” – Click **No**. Even if you have already taken the basic training, you need to click “No” in order for the full list of courses to appear in the next question.
5. Answer the remaining questions as “No” to find and add the course “Information Privacy and Security”
6. Refresh, then go to "my courses" - it should show two new courses
  1. Information Privacy and Security for Clinicians
  2. Information Privacy and Security for Researchers

Delete the module for Clinicians and complete the module for Researchers.

### 4) This course has 4 modules and 4 quizzes:

Modules:

- Basics of Health Privacy (ID 1417)
- Health Privacy Issues for Researchers (ID 1419)
- Basics of Information Security, Part 1 (ID 1423)
- Basics of Information Security, Part 2 (ID 1424)

Take them all to complete the course.

### 5) Please print out the course completion certificate as a pdf file and email it to

[ResearchData@sentara.com](mailto:ResearchData@sentara.com) (referencing your research project uploaded into Sentara’s Research Request Portal: [www.sentara.com/Researchrequest](http://www.sentara.com/Researchrequest)).