

# Tip Sheet to Return to the Clinical Research Foundations Course on CITI

The following instructions are for logging in to return to your Clinical Research Foundations (CRF) course on the CITI website: (<https://about.citiprogram.org/>). If you need to access any specific modules within the CRF course, please note that you will only be able to review them **after** you've completed them **in their sequence of appearance**.

1. Once you login, you will be taken to your Welcome page. Scroll down to this section of the page and click on View Courses:

**Institutional Courses**

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Texas Health Research & Education Institute	<a href="#">View Courses</a>
University of Texas Southwestern Medical Center	<a href="#">View Courses</a>
Would you like to affiliate with another Institution?	<a href="#">Add Affiliation</a>
Would you like to remove an existing affiliation?	<a href="#">Remove Affiliation</a>

2. If you have enrolled in the course but have not started it yet, you will locate the CRF course under **Courses Ready to Begin**
3. If you have already enrolled to the CRF course but are still working on it, then you will find it under **Active Courses**
4. If you have already completed the CRF course, you will now find it under **Completed Courses**

Remember: to access all the modules within the CRF course, you will need to complete them in their order of appearance. You **cannot** skip ahead to a later module in the listing if you have not completed the previous module. For instance, in this example you would **not** be able to access ***Scientific Principles of Clinical Research*** until ***Leadership Welcome and Major Departments*** was marked as “**Complete**” in the system:

Required Modules			
Complete all 20 required modules.			
Modules	Completed	Score	
Leadership Welcome and Major Departments (ID 21058)	Incomplete	-	 <input type="button" value="Start"/>
Scientific Principles of Clinical Research (ID 21056)	Incomplete	-	<input type="button" value="Start"/> 

Once you complete a CRF CITI module, you can click “Review” on any of the modules you wish to access **and** have completed:

Protocol Review and Approvals (ID 16754)	07-Jul-2023	100%	<input type="button" value="Review"/>
Principal Investigator (PI) Responsibilities (ID 16755)	07-Jul-2023	100%	<input type="button" value="Review"/>
Clinical Research Coordinator (CRC) Responsibilities (ID 16756)	07-Jul-2023	100%	<input type="button" value="Review"/>

**Do you need additional assistance?**

Information regarding the HIPAA and HSP mandatory training for all research staff can be found here: [Training and Resources: Human Research Protection Program \(HRPP\) - UT Southwestern, Dallas, TX.](#)

For tips on completing your assigned modules within CITI and/or additional information regarding navigating the CITI website, please refer to their tip sheet: [CITI Instructions \(citiprogram.org\).](#)

For any other questions, please visit the [Clinical Research Training website](#) or contact the Office of Clinical Research via email at: [OCR@utsouthwestern.edu](mailto:OCR@utsouthwestern.edu).