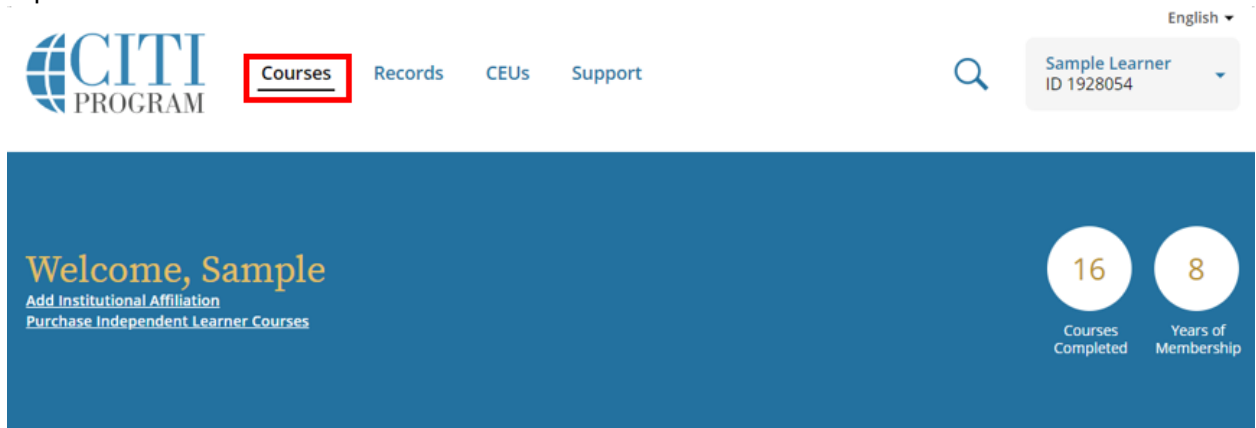


The course that Ohio University requires for studies that involve activities covered by the Health Insurance Portability and Accountability Act (HIPAA) is "Faculty, Administrators and Students (IPS)." If you need assistance getting registered and logged into CITI, see the guidance titled, "CITI - Getting Started Guide."

1. Once you are registered and logged into CITI, your starting point is the "Courses" page. You will find the link to the courses page beside the CITI Program logo at the top. See below.



English ▾

CITI
PROGRAM

Courses Records CEUs Support

Sample Learner ID 1928054 ▾

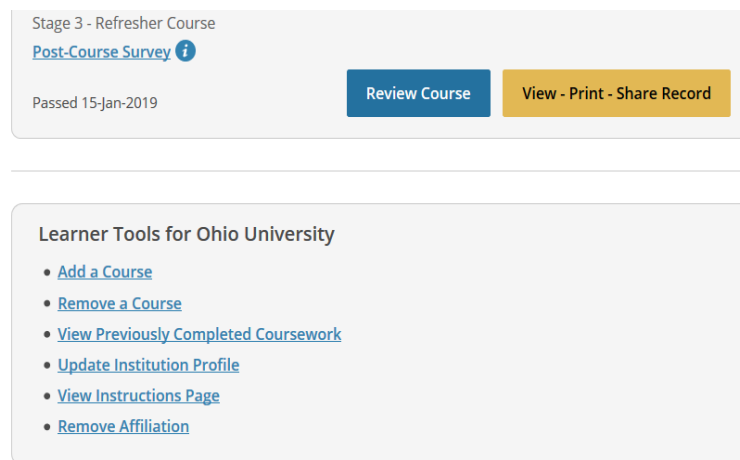
Welcome, Sample

[Add Institutional Affiliation](#)
[Purchase Independent Learner Courses](#)

16 Courses Completed

8 Years of Membership

2. After you click on View Courses you will see a listing of the courses available to Ohio University affiliates. Under Learner Tools for Ohio University select "Add a Course" and it will take you to the course enrollment questions where your responses will add you to the correct learner group. See below.



Stage 3 - Refresher Course

[Post-Course Survey](#) ⓘ


Passed 15-Jan-2019

Review Course View - Print - Share Record

Learner Tools for Ohio University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

3. Select Faculty, Administrators and Students (IPS). Then hit "Next."
4. Once you are enrolled in the course you have selected you will see a prompt for "Courses Ready to Begin." When you are ready to begin the course, select "Start Now."
5. When you meet the course passing requirements, you will be presented with a menu of options for what to do next. See below.

 **Congratulations! You have completed the "Humanities Responsible Conduct of Research - Basic Course" course.**

 [Access your Completion Records](#)

View, Print, or Share via link your Completion Certificate or Completion Report for this course.

 [Independent Learner Courses](#)

Purchase additional training. New offerings include Clinical Research Coordinator (CRC), Disaster Planning for the Research Enterprise (DPRE), Good Laboratory Practice (GLP), and more.

 [Post-Course Evaluation](#)

Fill out a voluntary post-course evaluation.

 [Return to Courses](#)

Review your completed modules and continuing education (CE/CEU) credit eligibility (if applicable).

6. CITI Program offers two kinds of documentation to reflect course completion: Completion Reports and Completion Certificates. Ohio University requires that you upload the **Completion Report** into the LEO electronic IRB system. A Completion Certificate will not be accepted in the LEO electronic IRB system. You can access your Completion Report from the Records tab. See below.



The screenshot shows the top navigation bar of the CITI Program website. On the left is the CITI PROGRAM logo. In the center, there are four navigation tabs: 'Courses', 'Records' (which is highlighted with a red rectangular box), 'CEUs', and 'Support'. On the right side, there is a search icon (magnifying glass) and a user profile dropdown menu showing 'Sample Learner ID 1928054'. In the top right corner, there is a language selection dropdown menu set to 'English'. Below the navigation bar is a solid blue horizontal bar with the word 'Records' written in a gold-colored serif font.

7. For any course that you have completed, the right-most column is "Completion Record." In that column, choose, "View-Print-Share." This will take you to the screen that allows you to access the Completion Report.
8. Download and save the Completion Report from the CITI Program site, then upload the Completion Report to the appropriate site in the LEO IRB program.
<https://leo.research.ohio.edu/secure/leo/IRB/home.leo>