

The following slides guide users to the required CITI training course.

Step 1: enter “millersville.edu/spra/IRB/” in your web browser.

- or -

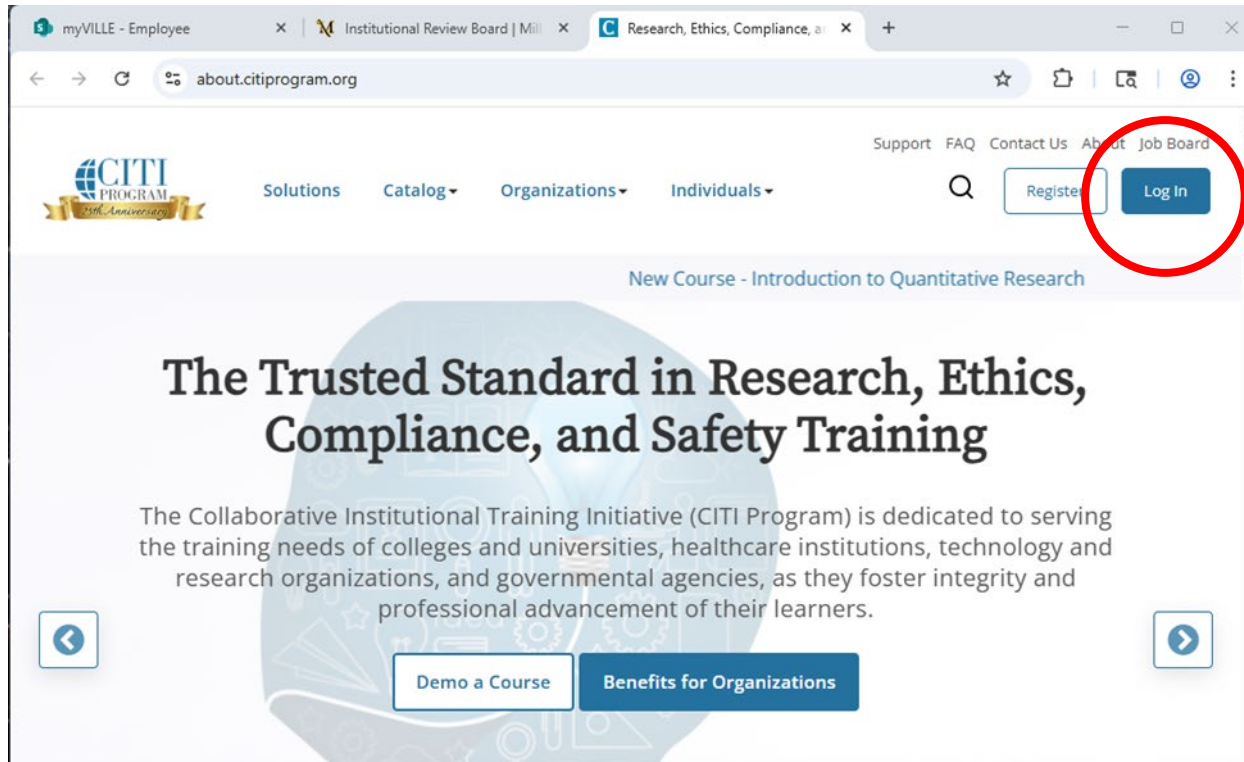
Step 1: enter “IRB” in the search function at the millersville.edu homepage.

Step 2: at the Institutional Review Board webpage, scroll to the bottom

Step 3: click on the CITI logo to go to the CITI homepage

Scroll to the next slide.

Click “Log In”.



Scroll to the next slide.

Do nothing else on this page except click on
“LOG IN THROUGH MY ORGANIZATION”.

The screenshot shows the CITI Program website. The top navigation bar includes links for myVILLE - Employee, Institutional Review Board, Research, Ethics, Compliance, and CITI - Collaborative Institute. The URL bar shows the website address. The main content area is divided into two sections. On the left, the CITI PROGRAM 25th Anniversary logo is displayed. Below it, the 'LOG IN' link is underlined, and the 'LOG IN THROUGH MY ORGANIZATION' link is circled in red. To the right of this link is a 'REGISTER' link. Below the login links are input fields for 'Username' and 'Password', each with a 'Forgot?' link. A blue 'Log In' button is positioned below the password field. At the bottom of the login section, there is a message for new users and links for help. On the right, the 'Our Featured Courses' section displays six course cards. Each card includes a 'Featured' tag, the course title, an icon, and a 'view course' button with a right arrow. The courses are: IRB Administration Advanced, Research Security Training, Biotility: Root Cause Analysis, Biotility: The Foundations of Lean Manufacturing, CRA Soft Skills, Time Management, and Effective Site Relations, and Introduction to Equity and Diversity in Clinical Research.

myVILLE - Employee | Institutional Review Board | Research, Ethics, Compliance | CITI - Collaborative Institute

citiprogram.org/index.cfm?pageID=14&_ga=2.151596921.1301540348.1747667473-1075414942.174766...

CITI PROGRAM
25th Anniversary

English

[LOG IN](#) **LOG IN THROUGH MY ORGANIZATION** [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

[Need Help Logging In? Chat With Us For Assistance.](#)
[Status Page](#)

Our Featured Courses

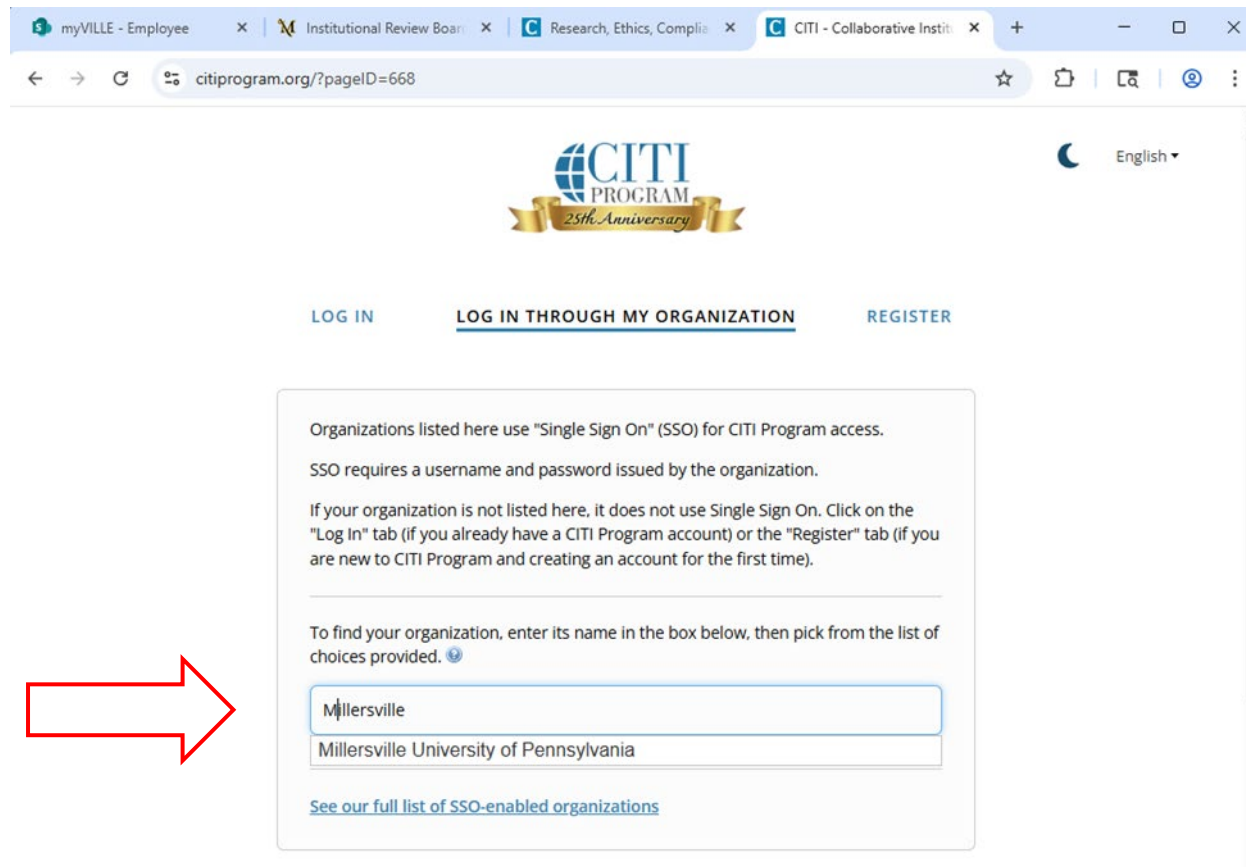
- Featured**
IRB Administration Advanced
view course
- Featured**
Research Security Training
view course
- Featured**
Biotility: Root Cause Analysis
view course
- Featured**
Biotility: The Foundations of Lean Manufacturing
view course
- Featured**
CRA Soft Skills, Time Management, and Effective Site Relations
view course
- Featured**
Introduction to Equity and Diversity in Clinical Research...
view course

Scroll to the next slide.

Begin to type “Millersville University of Pennsylvania” in the text box after “To find your organization ...”

CITI will recognize the name and offer the full name in a drop down.

Click on “Millersville University of Pennsylvania” in the drop down.



The screenshot shows a web browser with multiple tabs open, including 'myVILLE - Employee', 'Institutional Review Board', 'Research, Ethics, Compliance', and 'CITI - Collaborative Institutional'. The address bar shows 'citiprogram.org/?pageID=668'. The page features the CITI Program logo with a '25th Anniversary' banner. Below the logo are three tabs: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION' (which is underlined), and 'REGISTER'. A text box explains that organizations listed here use 'Single Sign On' (SSO) for CITI Program access, requiring a username and password issued by the organization. It also provides instructions for organizations not listed. Below this, a text prompt says 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' A red arrow points to a text input box containing 'Millersville'. A dropdown menu is open, showing 'Millersville University of Pennsylvania' as a suggestion. At the bottom of the form, there is a link: 'See our full list of SSO-enabled organizations'.

Scroll to the next slide.

Click on the blue “Continue to SSO Login / Instructions” button.

The screenshot shows a web browser window with the URL `citiprogram.org/?pageID=668`. The page has three tabs: "myVILLE - Employee", "Institutional Review Board", and "Research, Ethics, Compliance". The main content area has three links: "LOG IN", "LOG IN THROUGH MY ORGANIZATION" (which is underlined), and "REGISTER". Below these links is a text box explaining SSO access and a search bar containing "Millersville University of Pennsylvania". A blue button labeled "Continue To SSO Login / Instructions" is highlighted with a red circle.

myVILLE - Employee x Institutional Review Board x Research, Ethics, Compliance x CITI - Collaborative Institutional x

← → ↻ citiprogram.org/?pageID=668 ☆ 📄 🔍 🌐 ⋮

[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [REGISTER](#)

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

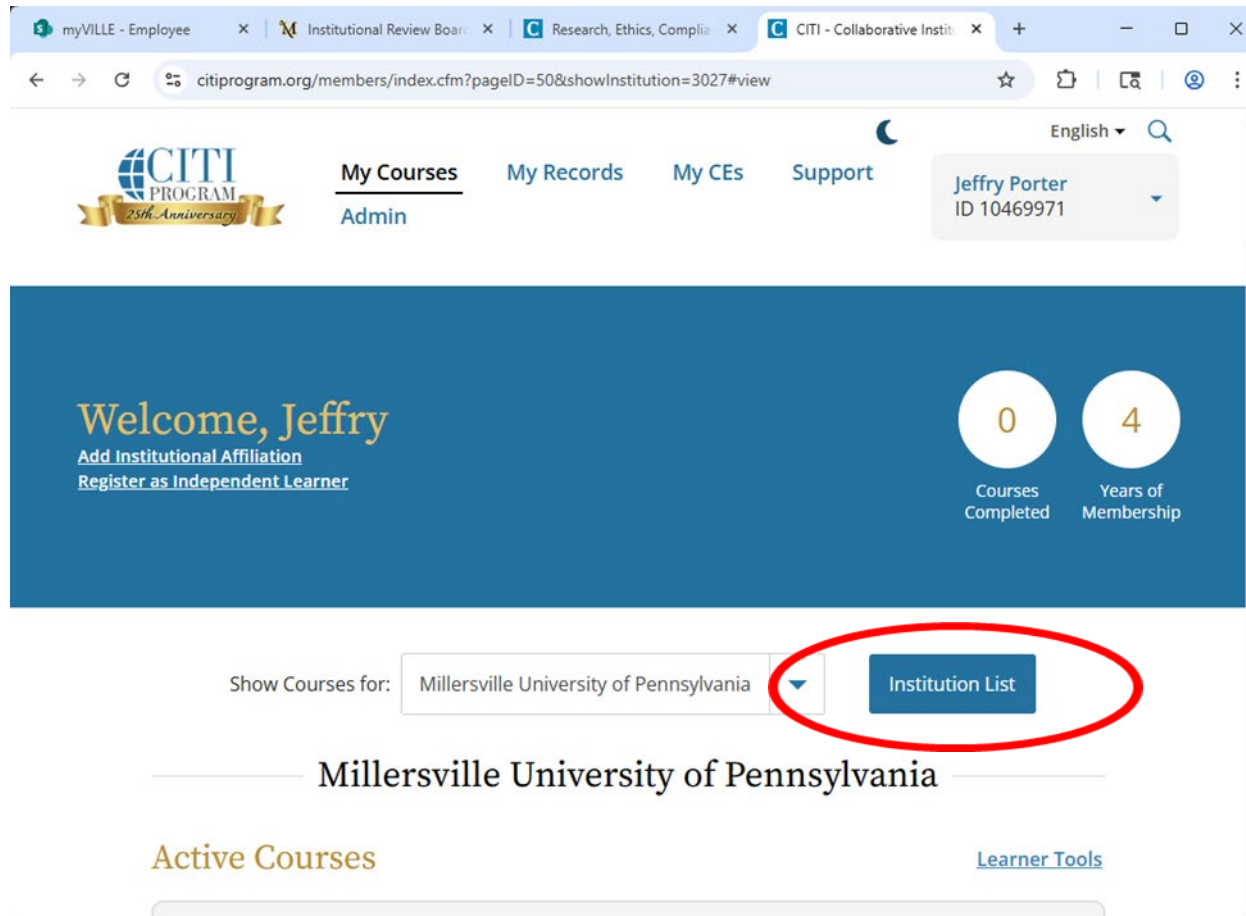
To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Millersville University of Pennsylvania

[Continue To SSO Login / Instructions](#)

Scroll to the next slide.

The first time you log in to CITI, you will be prompted to enter your Millersville.edu user credentials. Once you are logged in as a Millersville.edu user, you will have a landing page, such as copied below. If the list of courses available to you does not appear below your welcome banner, click the blue “Institution List” button, and scroll down.



Scroll to the next slide.

Student and faculty investigators who wish to conduct research that involves interaction with human research subjects and that is *not* biomedical or psychiatric, does *not* involve taking of biospecimens or administering drugs, or does *not* involve physical manipulation of subjects should complete the SBE- Comprehensive course. This is the correct training course for nearly all of the research involving human subjects at Millersville University.

Millersville University of Pennsylvania

Social - Behavioral - Educational Research - Comprehensive

Stage 1 - Basic Course

0 / 15 modules completed

Start Now

The RCR Course, Responsible Conduct of Research, is a general ethics in research course. While this is an important training for anyone preparing for a career in research in any STEM, Social Science, or Human Services (and required for NSF-funded investigators), it does not satisfy Human Subjects Protection requirements.

Millersville University of Pennsylvania

RCR Basic Course

Stage 1 - Basic Course

0 / 13 modules completed

Start Now

You will find additional course in Millersville University's course list specific to research involving vertebrate animals, biosafety training, IRB member responsibilities, etc. All of the course are available to all Millersville students and employees.

End of slides