

## Instructions to Complete Course on Community-Engaged and Community-Based Participatory Research

1. Go to [www.Citiprogram.org](http://www.Citiprogram.org)
2. Create an account or log in if you have an account already. You must affiliate with Rockefeller University.  

Note: You can affiliate with multiple institutions and go back/forth at any time. Your records remain at CITI, not at the institutions.
3. You will be taken to the “My Courses” tab automatically. Under “Institutional Courses”, click on “**View Courses**” next to Rockefeller University.
4. Scroll all the way down to “Learner Tools for Rockefeller University” and click on “**Add a course**”
5. Answer questions by checking:
  1. **Must answer Question 1: Medical Faculty and Staff**
  2. Do not have to answer Question 2 at this time; must eventually, answer: IPS for Medical Faculty/Staff
  3. **Must answer Question 3: Yes**
  4. Do not have to answer Question 4.
6. Click “**Submit**”
7. “Community-Engaged and Community-Based Participatory Research” will now be on your list of courses.
8. Click “**Start Course**”