

Instructions for Affiliating Your CITI Account with Des Moines Area Community College (DMACC)

If you completed or plan to complete CITI training as an Independent Learner, you must affiliate your CITI account with DMACC so that the IRB can verify your training. Please follow the steps below.

Step 1: Log in to CITI

1. Go to www.citiprogram.org
2. Log in using your existing CITI username and password
(Do not create a new account)

Step 2: Add an Institutional Affiliation

1. From your Main Menu, click “Add Institutional Affiliation”
2. Search for and select “Des Moines Area Community College”
3. When prompted, select your role (e.g., Principal Investigator, Researcher, External Collaborator)
4. Complete all required fields and submit

Step 3: Confirm Required Courses

1. After affiliating, you will be returned to your Learner Dashboard
2. Under DMACC, confirm enrollment in:
 - o Social & Behavioral Research (Stage 1 Basic)
(or other required course as specified by the IRB)

Note: Previously completed modules may automatically transfer. Any newly assigned modules must be completed under this affiliation.

Step 4: Notify the IRB

Once affiliation and training are complete, please notify the IRB by email and include:

- Your full name (as listed in CITI)
- Confirmation that you have affiliated with DMACC
- Date of CITI course completion

The IRB will verify your training directly in the CITI system.

Notes

- Training completed as an Independent Learner may not be visible to the IRB until you affiliate with the subscribing organization.
- Fees paid as an Independent Learner cannot be reimbursed.
- After affiliation, any required CITI modules assigned by DMACC are covered under the institutional subscription.

