**Instructions for Required Training for Research and myIRB**

**1:**  Registration

<https://my.irb.ufl.edu/UFLIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5BOID%5B7271510F177D244BB2250977D0E1506A%5D%5D>

* Department/Organization: **MD-Surgery-Residency Program**
* Requested Compliance Role: **Study Staff**
* Indicate the type of affiliation you have with the selected department: UF Staff

**DO NOT COMPLETE ANY OF THE TRAINING MODULES until AFTER you receive an email confirming your successful registration in the myIRB system, approximately 2 business days.**

**If you are doing this from home make sure you use the HSC VPN to access myIRB. For any computer/technical questions call Tech Help, (352) 294-3070.**

**2:** Three Required Training Modules

<http://mytraining.hr.ufl.edu/> Select University of Florida

1. HIPAA & Privacy **PRV801**– Research **Will take approximately 1 Hour to Complete**

* Click on the start button to begin
* Make sure you enroll in the **HIPAA for Research**, not just the General Awareness course
* Completed annually

1. IRB01 Mandatory Local Training **IRB800** **Will take approximately 1 Hour to Complete**

* Click on the Register button and follow the directions on how to complete the training
* A refresher course must be completed every 3 years: Course # IRB802

<https://my.ufl.edu/ps/signon.html>

1. CITI Training/NIH Training **Will take approximately 3 Hours to Complete**

* Main Menu > My Self Service > Training & Development > CITI Training
  + You only need to take 1 module: **IRB-01 Mandatory Training**
  + You will see several questions. Please choose the following:
    - Question 1 – Do not select anything
    - Question 2 – Select “Not at this time.”
    - Question 3 – Select “Group 1: IRB-01 Mandatory Training”
    - Question 4 – Select “Not applicable”
    - Question 5 – Do not select anything
    - Question 6 – Select “Not at this time.”
* Completed once; do not need to retake.