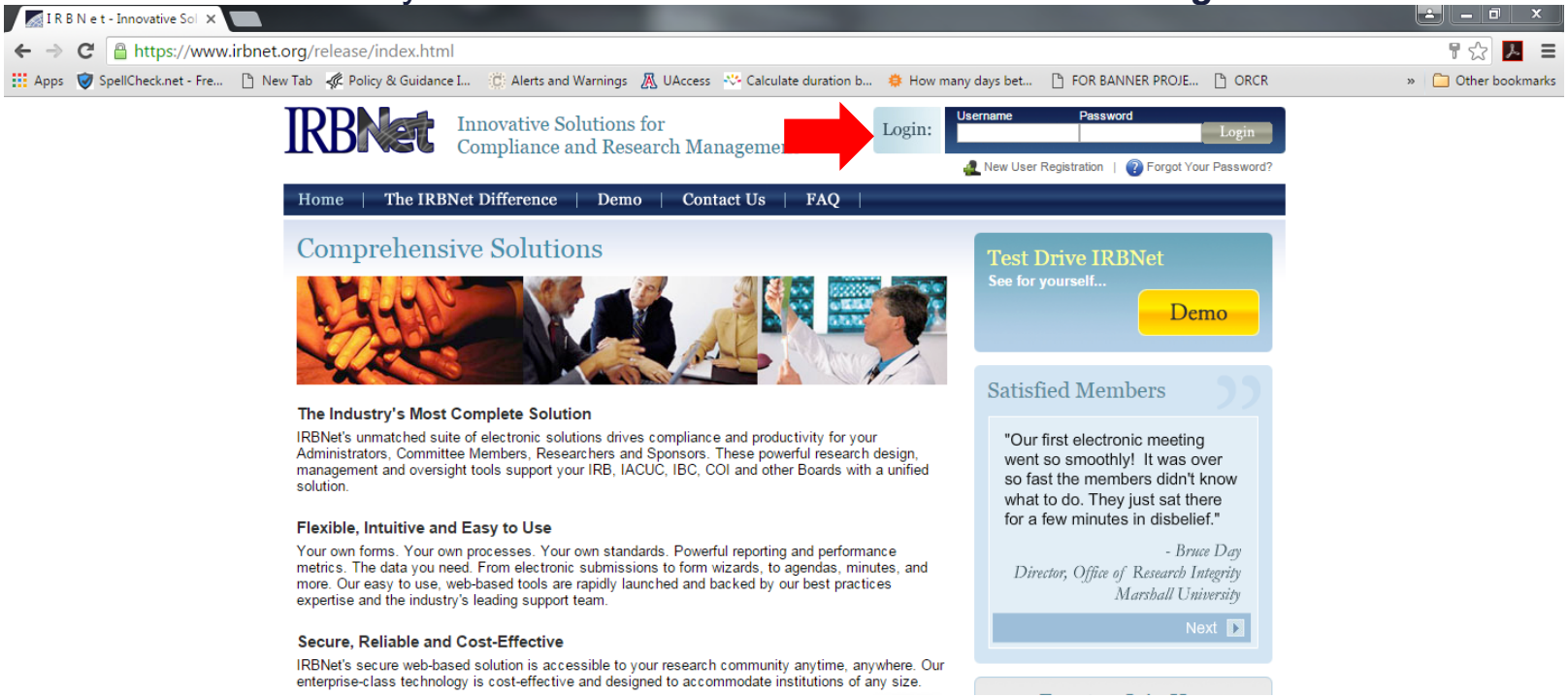
NAU Uploading CITI & CV

Guidance for New IRBNet Users

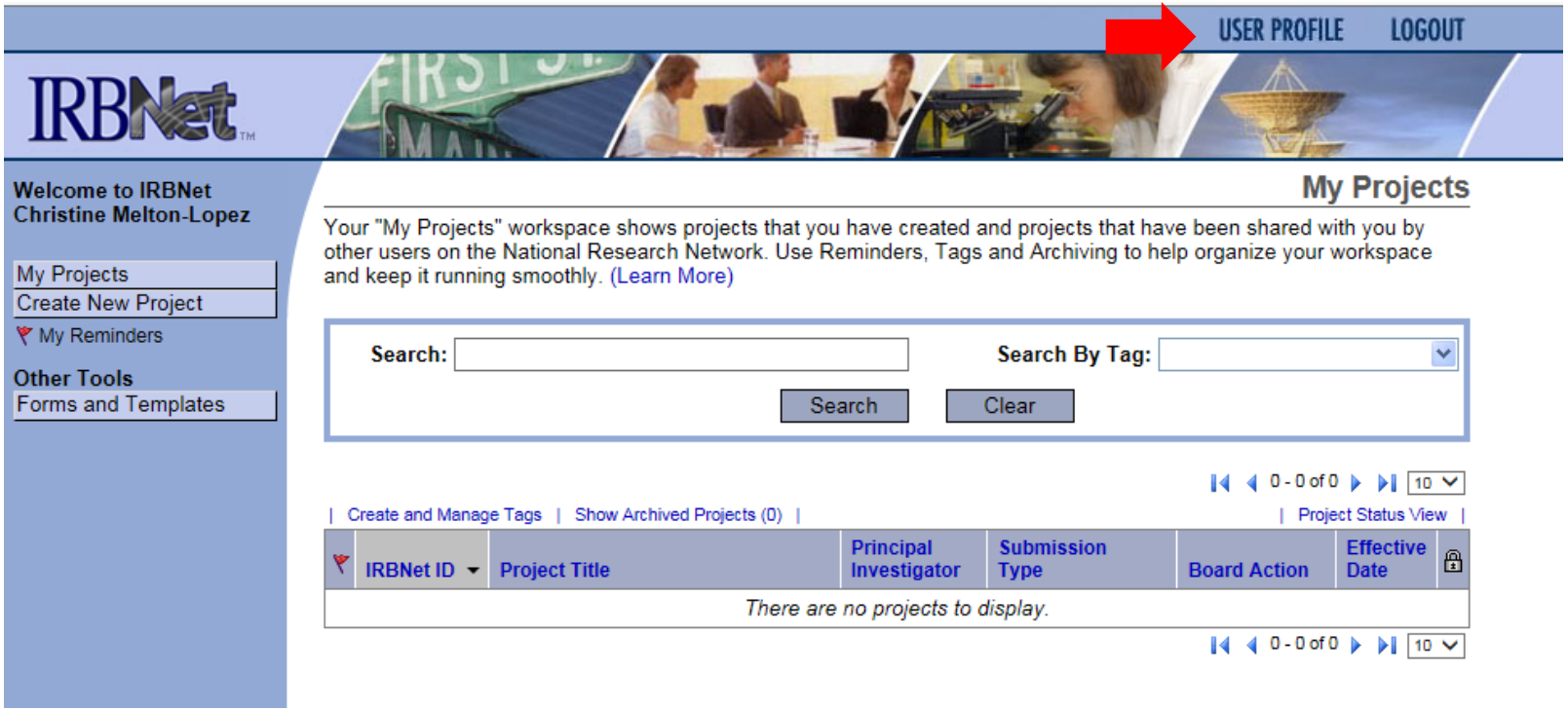
NAU NORTHERN ARIZONA UNIVERSITY

Login

Enter your ***Username*** and ***Password*** and select ***Login***.

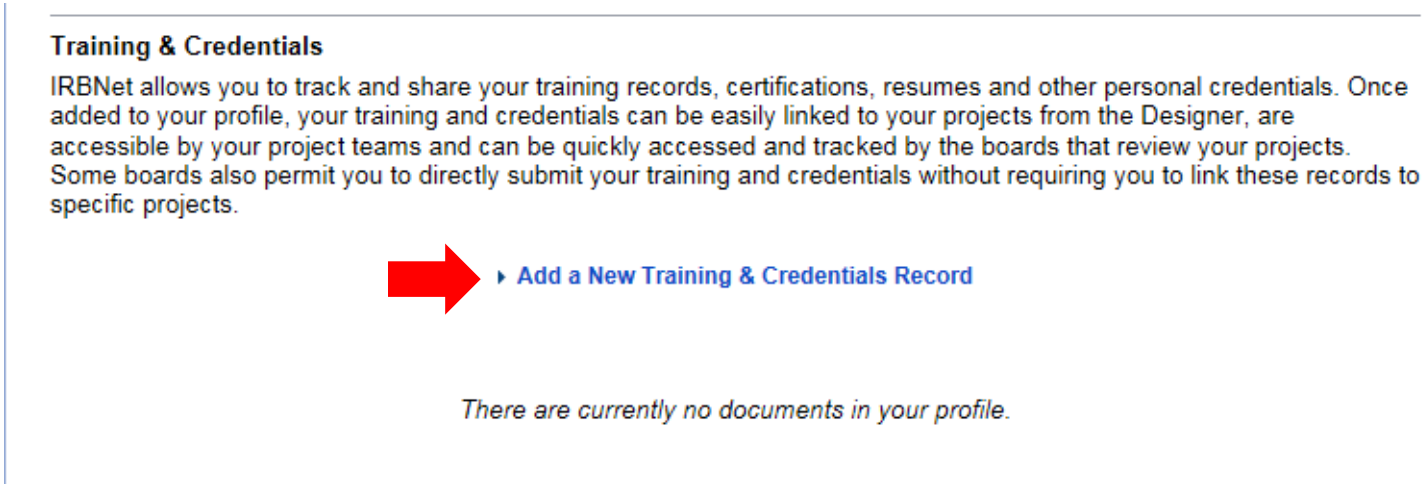


Select ***User Profile*** in the top right corner



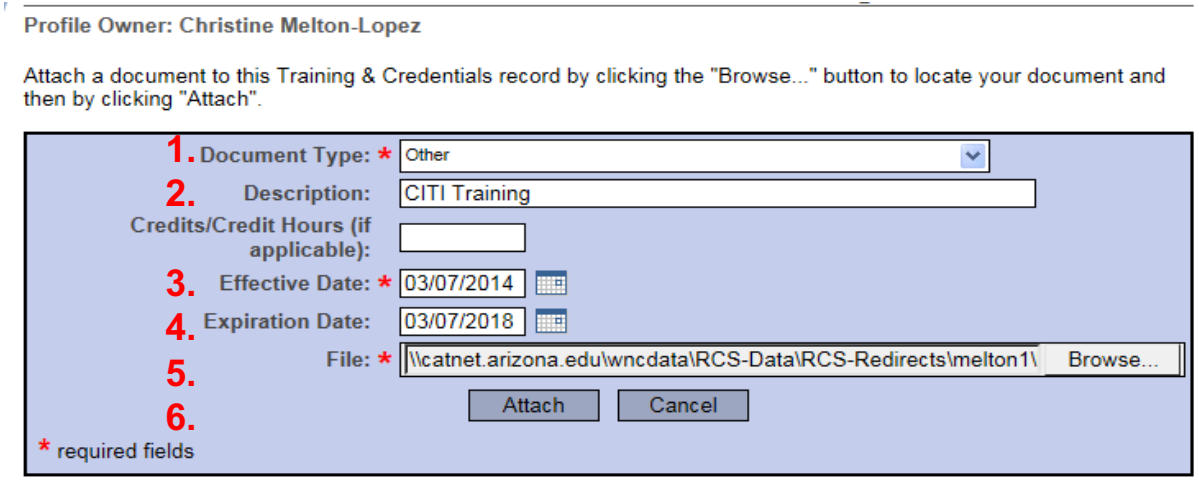
Link your CITI Report to IRBNet

Select ***Add a New Training & Credentials Record*** at the bottom of the page. You'll need to scroll down to see this option.



Link your CITI Report to IRBNet

1. Under ***Document Type***, select ***Other***
2. Under ***Description***, type CITI Training
3. Under ***Effective Date***, select the date that you completed your training
4. Under ***Expiration Date***, select the date that your CITI training expires.
5. Under ***File***, upload your CITI Completion Report
6. Select ***Attach***



Link your CITI Report to IRBNet

- You have now linked your CITI Completion Report to your IRBNet account.

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

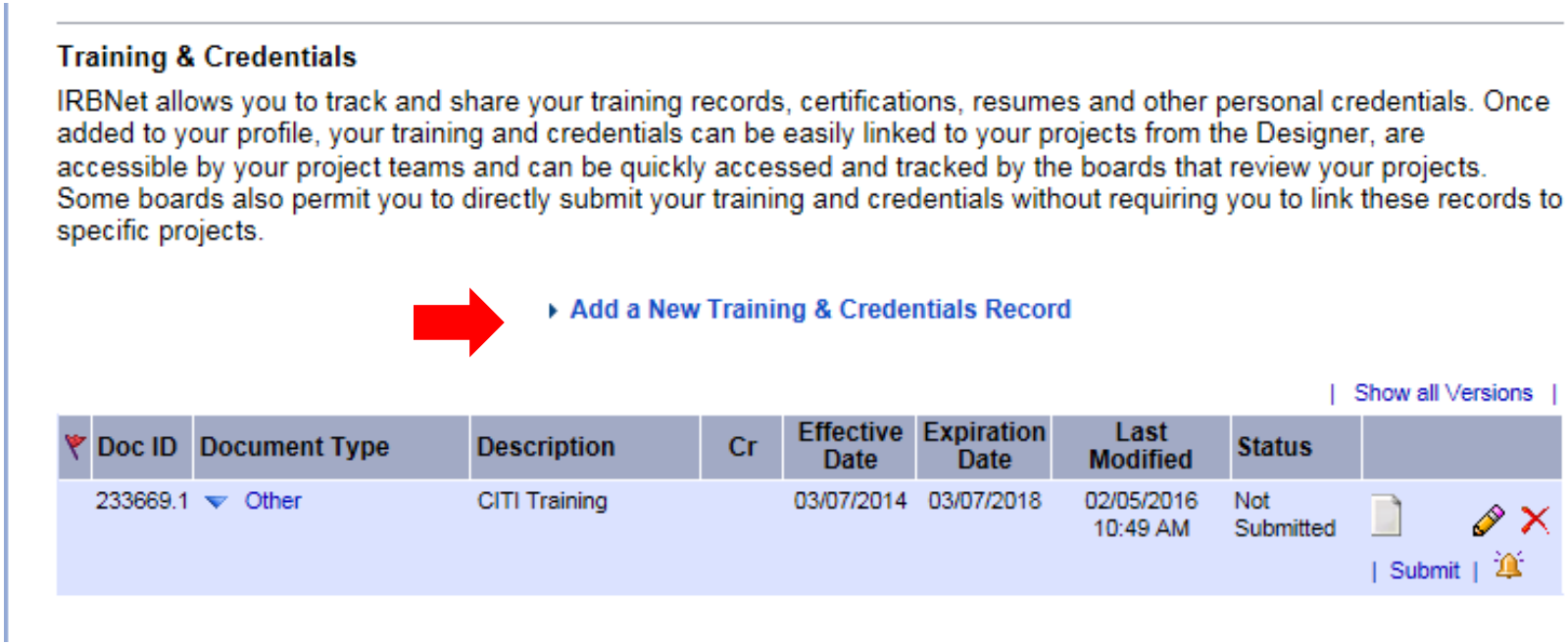
▸ Add a New Training & Credentials Record

| Show all Versions |

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
233669.1	Other	CITI Training		03/07/2014	03/07/2018	02/05/2016 10:49 AM	Not Submitted	| Submit |

Link you CV to IRBNet

Select ***Add a New Training & Credentials Record***



Link your CV to IRBNet

Select ***None of these*** and click ***Continue***

IRBNet helps you maintain the history of each of your Training & Credentials records as you add new versions. When you add a new version of a record, it is automatically grouped together with the previous versions of your record within the Document History. For example, you can have your updated training certificate automatically grouped together with your previous expired certificates for the same training course so that you can easily see the history of your course certifications. Similarly, you can have your updated resume automatically grouped together with the previous versions of your resume so that you can easily see the history of the resumes you have used over time.

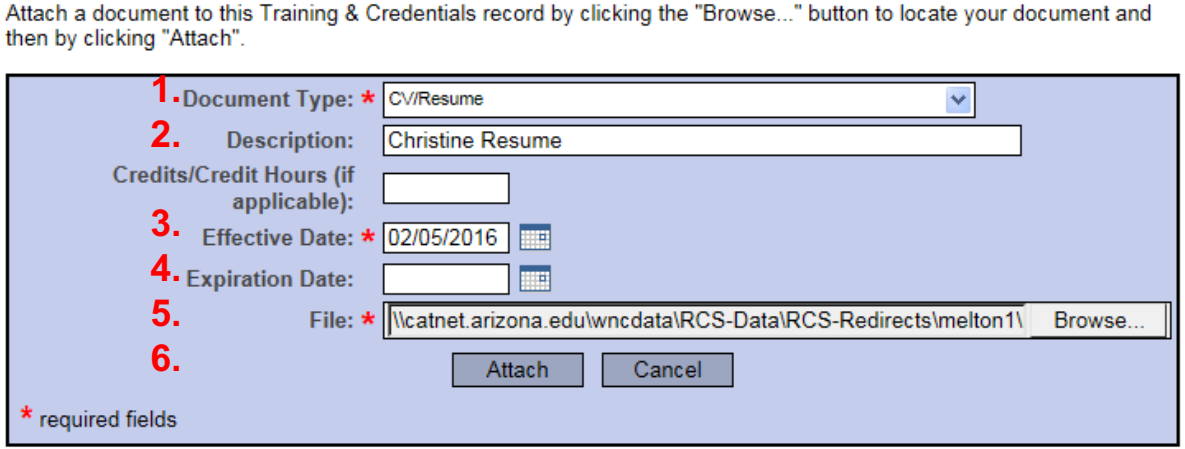
If the record that you are adding is a new version of an existing record please select the existing record to assure your new version is properly organized into the correct Document History:

Select	Document Type	Description	Cr	Effective Date	Expiration Date	
○	Other	CITI Training		03/07/2014	03/07/2018	
◉	*None of these*					

Continue Cancel

Link your CV to IRBNet

1. Under ***Document Type***, select ***CV/Resume***
2. Under ***Description type***, label the description of your CV or Resume
3. Under ***Effective Date***, select the date that your resume or CV was added
4. Your CV will only be valid for five years after it is uploaded to IRBNet.
5. Under ***File***, upload your CV/Resume
6. Select ***Attach***



Link your CV to IRBNet

You have now linked your CV to your IRBNet account

Training & Credentials

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Add a New Training & Credentials Record

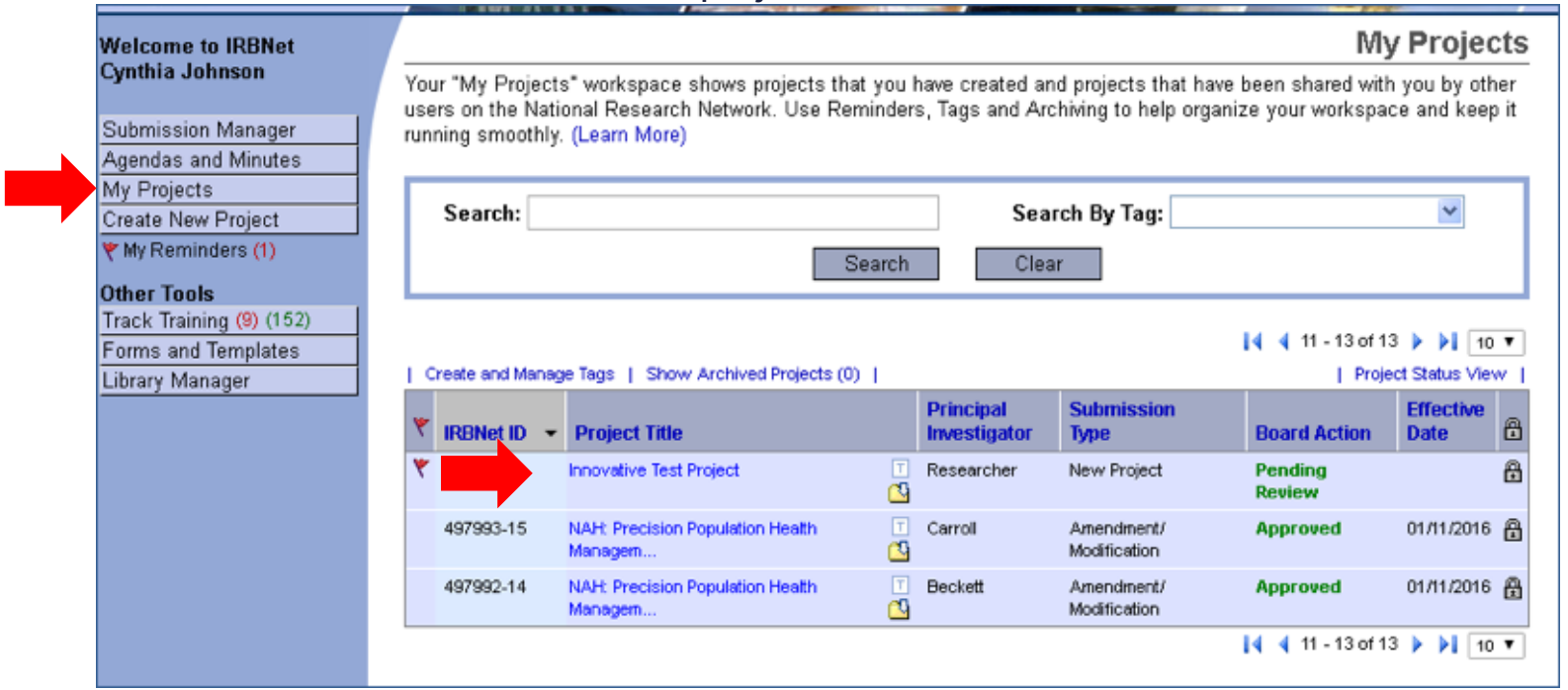
| Show all Versions |

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
	CV/Resume	Christine Resume		02/05/2016		02/05/2016 11:02 AM	Not Submitted	| Submit |
233669.1	Other	CITI Training		03/07/2014	03/07/2018	02/05/2016 10:49 AM	Not Submitted	| Submit |

Linking CITI and CV to your Submission

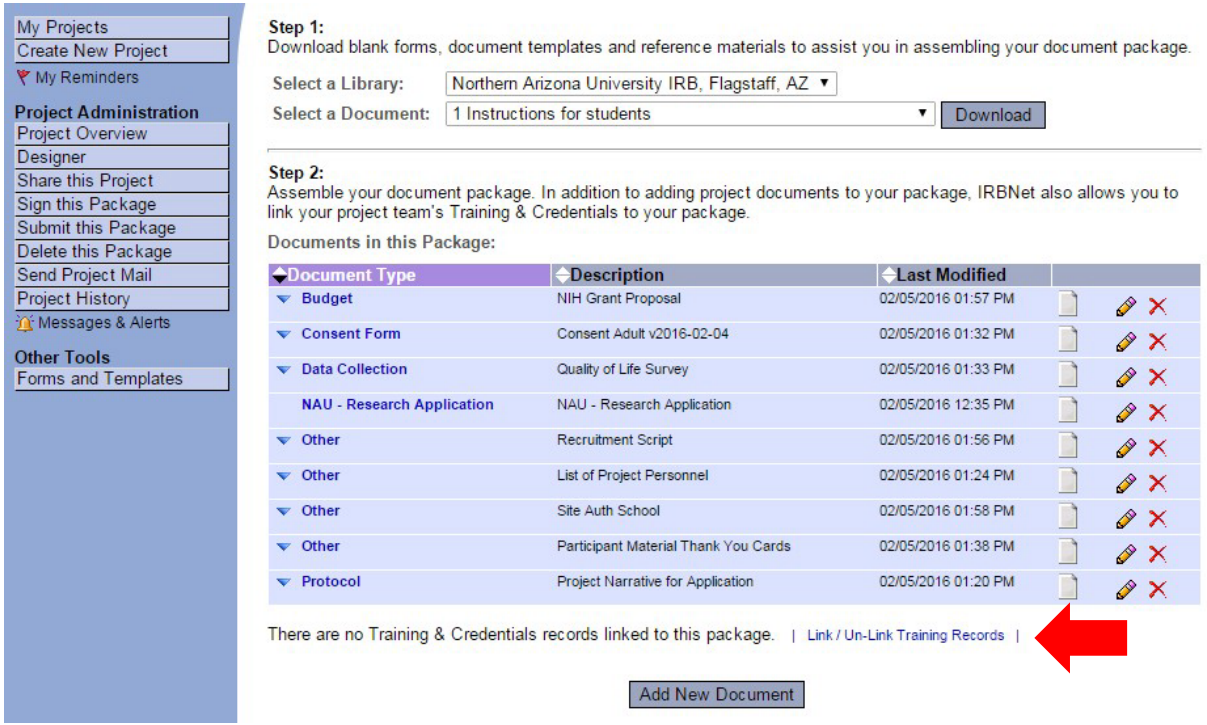
IRBNet will not automatically load your CITI and CV to your project submissions.

Select the Title of the project need to attach credentials to.



Designer

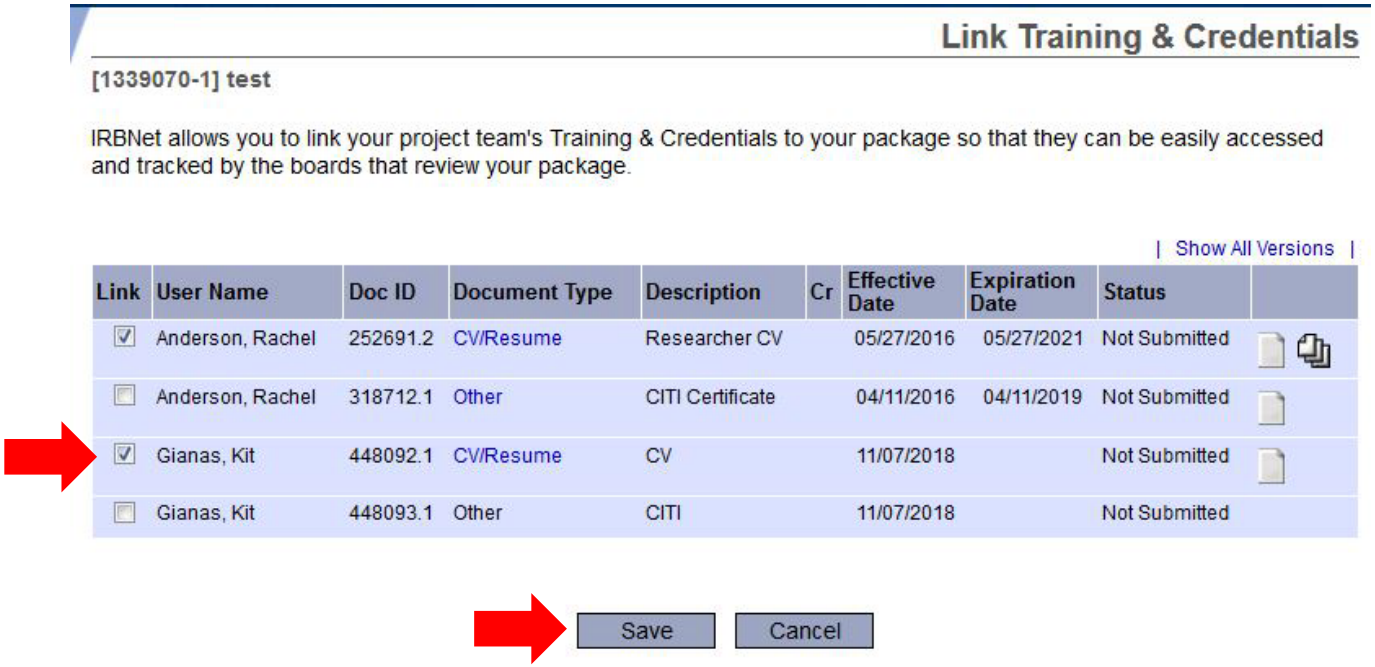
Click on ***Link/Un-Link Training Records*** under the submission documents on the ***Designer*** page.



Link Training & Credentials

Training & Credentials for all researchers the project has been shared with will appear here.

Select the ***Training & Credentials*** that you want to link to the submission and click ***Save***.



Training & Credentials

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more |

Documents in this Package:

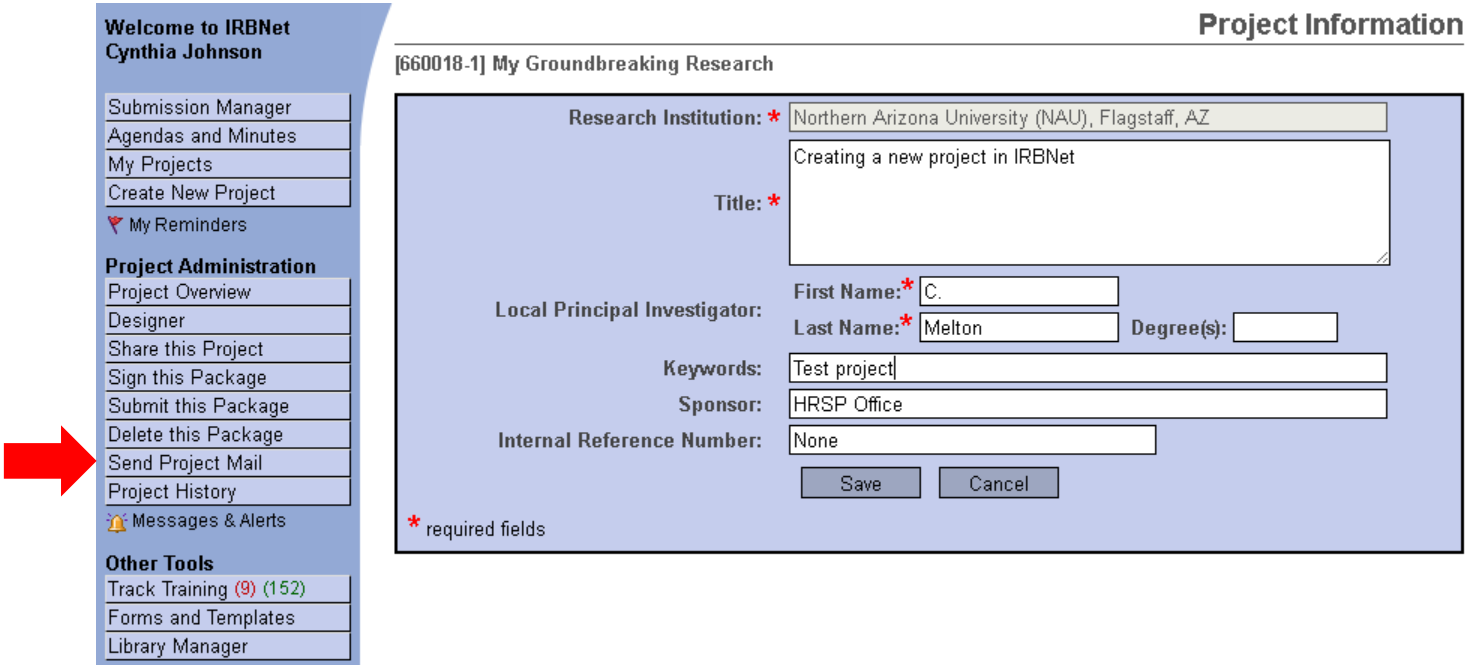
Document Type	Description	Last Modified	
Protocol	Project Narrative.docx	10/18/2018 02:25 PM	

Th **2 Training & Credentials records** linked to this package. | View All Links | Link / Un-Link Training Records |

Start a Wizard **OR** Attach New Document (When should I do this?)

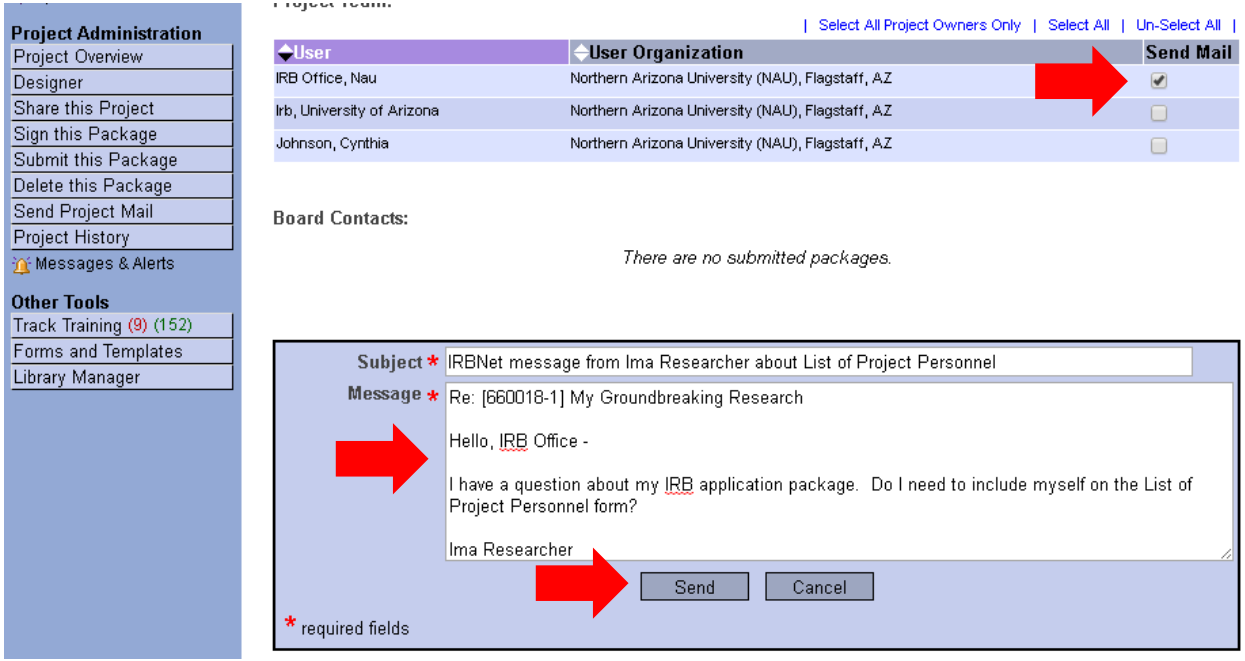
Questions? Contact us

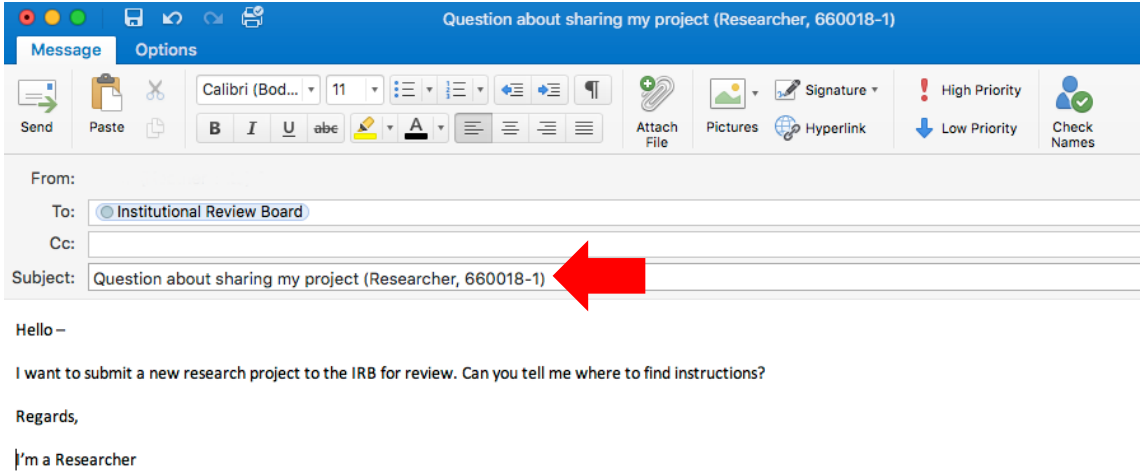
If your project has been created in IRBNet, click the ***Send Project Mail*** tab at the left of the IRBNet screen to contact the IRB.



Questions? Contact us

Select the ***IRB Office, NAU*** by clicking the appropriate box under ***Send Mail*** on the right. Type the subject in the ***Subject*** line and your message in the ***Message*** box. Then click ***Send***.



Questions? Contact us.

- If your project has not been opened in IRBNet, email the HRPP Office directly at **IRB@nau.edu**.
  *Please add your last name and project number to the subject line, if applicable.
- For hands-on assistance or more complex matters, call us at **928-523-9551**.