

## Adding a course

The system will automatically send out a reminder every 2 years to remind users that their refresher course is now due. If you wish to add a course prior to that time frame, follow these steps.

\*To add a refresher course you must have completed a basic course previously either at VCU or another Institute.

1. From the main menu select “Add a course or Update Learner Groups”
2. Answer the appropriate questions on the proceeding screen
3. When you exit the screen your new course(s) will be available

ex.cfm?pageID=50

English Text size: A A | Log Out | Help

**CITI PROGRAM** Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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Main Menu

▼ Virginia Commonwealth University Courses

Course	Status	Completion Report	Survey
Biomedical	Passed 08/02/2012	Print Report	Take Survey
IRB Members & Staff	Passed 08/02/2012	Print Report	Take Survey
Social and Behavioral	Passed 08/02/2012	Print Report	Take Survey

My Learner Tools for Virginia Commonwealth University

- ◉ Add a Course or Update Learner Groups
- ◉ View Previously Completed Coursework
- ◉ Update Institution Profile
- ◉ View Instructions page
- ◉ Remove Affiliation

▶ Click here to affiliate with another institution