

# CITI Training: Create New Account

## Create An Account

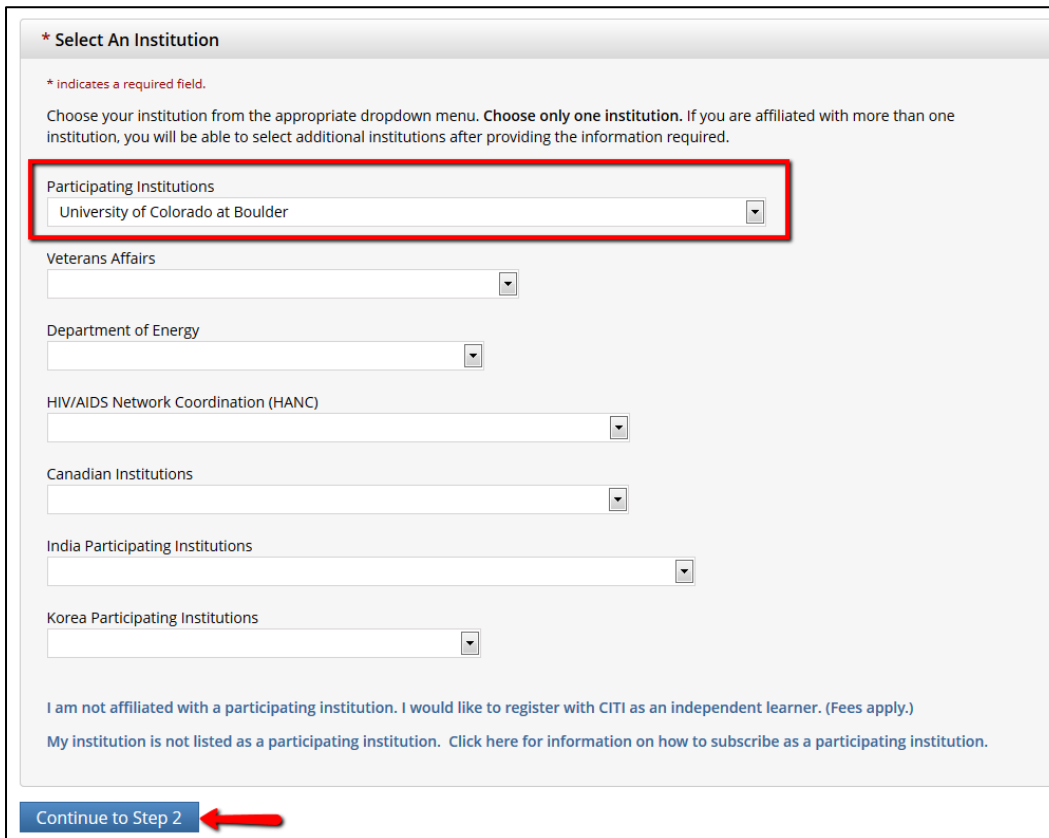
1. Go to <https://citiprogram.org>. Click the **Register** button.



The screenshot shows the CITI Program website's registration page. At the top, there is a navigation bar with "USA - English", "Text Size: A A", and links for "Log In | Register | Help". Below this is the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar for the "Knowledge Base" is also present. A main navigation menu includes "Home", "About Us", "Courses", "Become a Subscriber", "CE Credits", "News and Events", "Resources", and "Contact Us". The main content area features a large image of a modern building interior with a computer monitor displaying the CITI PROGRAM logo. Below the image, it states "Over 5.0 million CITI Program courses have been completed since 2000". On the right side, there is a registration form with fields for "Username" and "Password", a "Log In" button, and a "Forgot Username or Password?" link. Below these fields is a "Create an account" section with a "Register" button, which is highlighted with a red arrow. A note below the button states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

## Step 1: Institution

2. The screen will refresh. Select "**University of Colorado at Boulder**" from the Participating Institutions list, then click the **Continue to Step 2** button.



The screenshot shows the "Select An Institution" form. At the top, it says "\* Select An Institution" and "\* indicates a required field." Below this, there is a paragraph of instructions: "Choose your institution from the appropriate dropdown menu. Choose only one institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required." The form contains several dropdown menus for different categories: "Participating Institutions" (with "University of Colorado at Boulder" selected and highlighted by a red box), "Veterans Affairs", "Department of Energy", "HIV/AIDS Network Coordination (HANC)", "Canadian Institutions", "India Participating Institutions", and "Korea Participating Institutions". At the bottom of the form, there are two links: "I am not affiliated with a participating institution. I would like to register with CITI as an independent learner. (Fees apply.)" and "My institution is not listed as a participating institution. Click here for information on how to subscribe as a participating institution." A "Continue to Step 2" button is located at the bottom left, highlighted with a red arrow.

# CITI Training: Create New Account

## Step 2: Personal Information

3. On the next screen, enter your first and last name, and your CU email address (e.g. [youremail@colorado.edu](mailto:youremail@colorado.edu)) Click the **Continue to Step 3** button when finished.

## Step 3: Username & Password

4. On the next screen, you are enter your user name, password and create security question and answer. Click the **Continue to Step 4** button when finished.

## Step 4: Gender, Ethnicity & Race

5. CITI collects this information for evaluation purposes. If you wish to disclose the information enter your selection, otherwise select "I would rather not disclose" and click the **Continue to Step 5** button.

## Step 5: CEU Credit and Research Survey

6. Confirm whether you are interested in receiving CEU credit for the CITI courses you complete, and if you'd like to participate in the CITI Program's research surveys. Neither of these options are required to complete any of CU Boulder's CITI courses. You may change your answers later by editing your Profile. Click the **Continue to Step 6** button when finished.

## Step 6: CU Boulder Registration

7. On the next screen, complete the form. All fields marked with an asterisk (\*) are required. Please note, as of January 23, 2013 you are required to enter either an Employee ID# or a POI#. For more information see the [IRB website](#). Click the **Continue to Step 7** button when finished.

# CITI Training: Create New Account

## Step 7: Select A HSR Course

8. Under **Question 1: Human Subjects Research (IRB)** select either the **Biomedical Research Investigators and Key Personnel** course or the **Social Behavioral Research Investigators and Key Personnel** course.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Curriculum - University of Colorado at Boulder

\* Indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click [here](#) to review the University of Colorado at Boulder instructions page.

Question 1

**Human Subjects Research (IRB)**

Select the group appropriate to your research activities, you will be enrolled in the basic course for that group.

Choose one answer

- Biomedical Research Investigators and Key Personnel
- Social Behavioral Research Investigators and Key Personnel
- IRB #1 Panel A (Social Behavioral) Members
- IRB #2 Panel B (Biomedical) Members
- Course Projects: This group is for CU students who are conducting course projects that involve human subjects. This group is not sufficient for independent research projects like Honors Thesis, Masters and Dissertations. You must complete either the Biomedical Research Investigators and Key Personnel learner group or the Social Behavioral Research Investigators and Key Personnel learner group for independent research projects.

**These are the ONLY courses that are accepted for IRB approval. NONE of the Responsible Conduct of Research courses satisfy the IRB training requirement.**

After you have selected a course, click the **Complete Registration** button.

## Finalize Registration

9. On the next screen, confirm your registration by clicking on the **Finalize Registration** link.

CITI - Learner Registration

Your registration with University of Colorado at Boulder is complete. You must make a selection below to continue.

[Affiliate with another institution](#)

[Finalize registration](#)

You will receive a confirmation email from [citiprogram-noreply@med.miami.edu](mailto:citiprogram-noreply@med.miami.edu). The email will include a link you must go to in order to validate and complete your registration. Once your account is validated, return to the [homepage](#) and login with your credentials.

# CITI Training: Create New Account

## Complete Course Modules

10. On the Main Menu screen, click the course name to complete the course and its related modules.

The screenshot shows the CITI PROGRAM interface. At the top, there is a header with 'English', 'Text size: A A', and 'Tutorial Account ID: 2846842 | Log Out | Help'. Below the header is a blue banner with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar labeled 'Search Knowledge Base' is on the right. Below the banner is a navigation menu with 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. The 'Main Menu' section is expanded, showing a table of courses under 'University of Colorado at Boulder Courses'. The course 'Biomedical Research Investigators and Key Personnel' is highlighted with a red arrow. Below the table is a section for 'My Learner Tools for University of Colorado at Boulder' with links for 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom, there is a link to 'Click here to affiliate with another institution'.

| Course  | Status     | Completion Report | Survey |
|---|------------|-------------------|--------|
| Biomedical Research Investigators and Key Personnel | Incomplete | Not Earned        |        |

Once you have successfully completed all of the modules, you may print your Completion Report from the Main Menu.

The screenshot shows the CITI PROGRAM main menu with the 'Biomedical Research Investigators and Key Personnel' course completed. The status is 'Passed 06/26/2012' and the 'Completion Report' column shows a 'Print Report' link highlighted with a red arrow. The 'Survey' column shows 'Take Survey'.

| Course  | Status               | Completion Report | Survey      |
|---|----------------------|-------------------|-------------|
| Biomedical Research Investigators and Key Personnel   | Passed<br>06/26/2012 | Print Report      | Take Survey |
| Social and Behavioral Responsible Conduct of Research | Incomplete           | Not Earned        |             |
| Working with Rats in Research Settings                | Incomplete           | Not Earned        |             |