

## CITI Program Registration Instructions

To create a new account (If you already have an account with CITI, see page 2):

1. Go to [www.citiprogram.org](http://www.citiprogram.org).
2. Click on the **Register** button on the home screen (see below).



The screenshot shows the CITI Program website home page. At the top, there is a navigation bar with a language selector (USA - English), text size options (A A), and links for Log In, Register, and 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. The main content area features a large image of a person working on a large, blue, hexagonal structure. Below the image, it states "Over 6.7 million CITI Program courses have been completed since 2000". To the right of the image is a login and registration section with fields for Username and Password, a Log In button, and a link for "Forgot Username or Password?". Below this is a section for "Log in through my institution" with a "Log in via SSO" button. At the bottom of this section is a "Create an account" button labeled "Register". A note below the button states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." Below the main content area are two columns of links: "CITI Program Announcements" and "Help & Support".

3. Type **University of Idaho** in the text box to affiliate yourself with our institution then press **Continue to Step 2**.
4. **Step 2** requests that you enter your first and last name along with your email address.
  - a. Enter your name as you would like it to appear on your completion report received at the end of the course.
  - b. While not required, they do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.
5. **At step 3** you will choose a username and password for your account. Please follow the on screen instructions. Passwords are case sensitive.
  - a. During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.
6. **Step 4** collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.
7. Professionals seeking credit for CITI Program courses can make their selection for Continuing Education (CE) credits during **Step 5**. Please note that CE credit is not required for completion of courses for University of Idaho purposes.
8. **Step 6** is institution-specific. The Institutional email address is your UI email address. Please specify if you are an undergraduate, graduate, or postdoctoral student under the Job Title field.

9. The questions in **Step 7** enroll you in CITI Program courses. Please read each question carefully and **check the box(es) that match your applicable “learner group.”** The University of Idaho currently offers learner groups within the following training topics:
  - a. Human Subjects Research (Question 1)
    - i. IRB only - Check “Investigators” if you are taking the IRB training
  - b. Export Controls (Question 2)
  - c. Responsible Conduct of Research (Question 3)
    - i. This is NOT IRB training. See option (a) above.
  - d. Conflict of Interest (Question 4)
  - e. Biosafety (Question 5)
    - i. Shipping and Transport of Regulated Biological Materials
    - ii. Initial Biosafety Training
    - iii. IBC Member Training
10. If your registration is complete, click on Finalize Registration.
  - a. **Your learner account registration is complete.**  
On the Main Menu, click on the course name to begin the course. If you need to change your course registration, click on “Add a Course or Update Learner Group.”

**If you have an existing CITI account:**

1. Go to [www.citiprogram.org](http://www.citiprogram.org) and log in with your username and password.
2. Ensure you are affiliated with the University of Idaho. If you are not, go to the Main Menu and click on “Click here to affiliate with another institution”
3. Type **University of Idaho** in the text box
11. Once affiliated, enroll in CITI Program courses. Please read each question carefully and check the box(es) that match your applicable “learner group.” The University of Idaho currently offers learner groups within the following training topics:
  - a. Human Subjects Research (Question 1)
    - i. IRB only - Check “Investigators” if you are taking the IRB training
  - b. Export Controls (Question 2)
  - c. Responsible Conduct of Research (Question 3)
    - i. This is NOT IRB training. See option (a) above.
  - d. Conflict of Interest (Question 4)
  - e. Biosafety (Question 5)
    - i. Shipping and Transport of Regulated Biological Materials
    - ii. Initial Biosafety Training
    - iii. IBC Member Training
4. Click Submit
5. On the Main Menu, select “University of Idaho Courses” and click on the course name to begin.
  - a. If you need to change your course registration, click on “Add a Course or Update Learner Group.”

**Questions?**

- IRB/Human Subjects Research - Jennifer Walker at 208-885-6340 or [irb@uidaho.edu](mailto:irb@uidaho.edu)
- Responsible Conduct of Research - Jennifer Walker at 208-885-6340 or [rcr@uidaho.edu](mailto:rcr@uidaho.edu)
- IACUC, IBC or Shipping Regulated Biological Materials - Kathryn Barker at 208-885-7258 or [ibc@uidaho.edu](mailto:ibc@uidaho.edu) / [iacuc@uidaho.edu](mailto:iacuc@uidaho.edu).

- For all other questions, contact the Office of Research Assurances at 208-885-6162