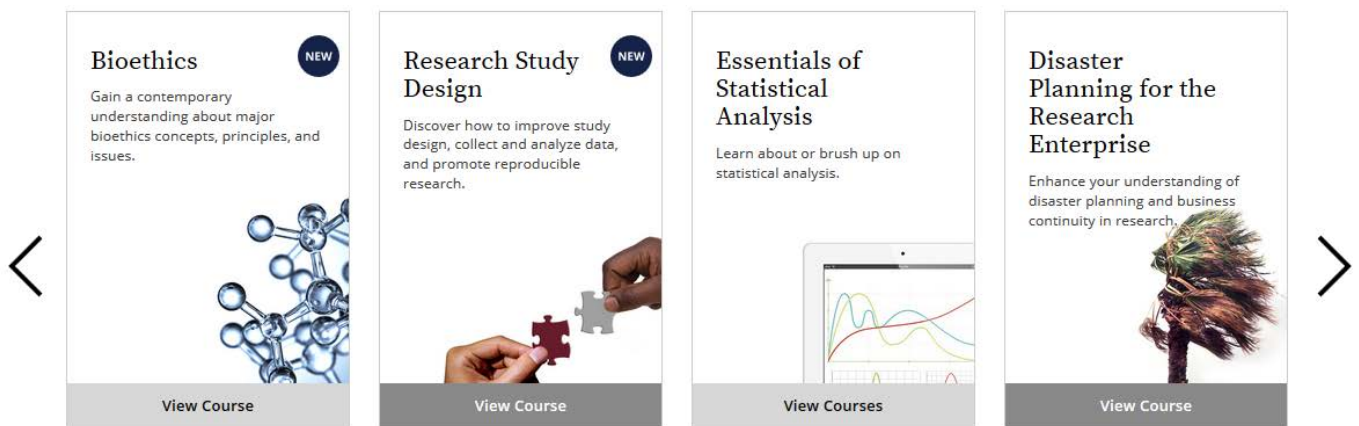


# CITI Tutorial Instructions for New Users

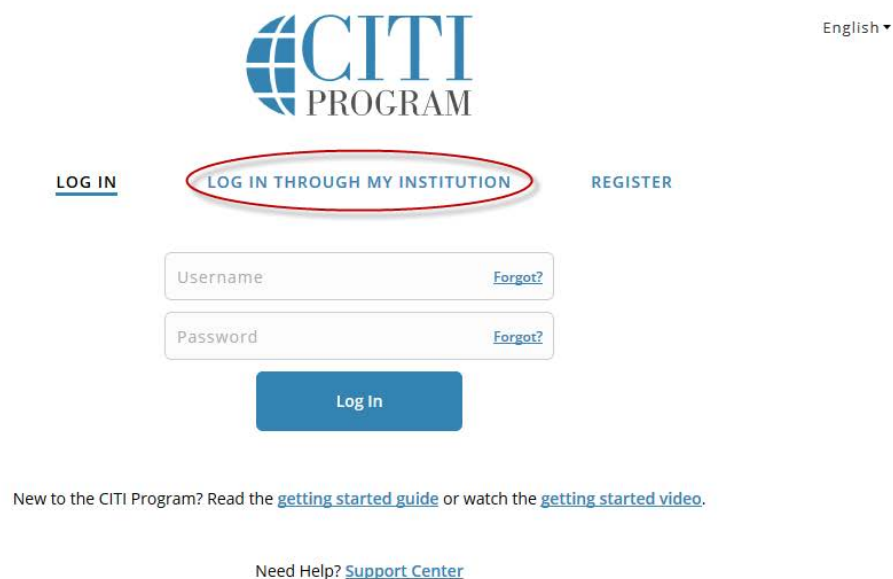
**STEP 1.** Go to [citiprogram.org](http://citiprogram.org) and click "Log in"



## Research Ethics and Compliance Training



**STEP 2.** Click "Log In Through My Institution".



Contact [irb@ku.edu](mailto:irb@ku.edu) with any questions.

**STEP 3:** Choose University of Kansas-Lawrence from the SSO list.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

**Scroll Down**

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.  
SSO requires a username and password issued by the organization.  
Click on the organization name for SSO login instructions.

[Allen Institute](#)

[Altasciences, Inc](#)

[Arbor Research Collaborative for Health](#)

[Arizona State University](#)

[Arkansas Cooperative Extension Service](#)

[Augsburg University](#)

[Augusta University](#)

[Baylor College of Medicine](#)

[Belmont University](#)

[Berea College](#)

[Biomarin](#)

[University of Illinois at Urbana - Champaign](#)

[University of Iowa](#)

[University of Kansas - Lawrence](#)

[University of Kansas Medical Center](#)

[University of Kentucky](#)

[University of La Verne](#)

[University of Maine System](#)

[University of Maryland Baltimore](#)

Contact [irb@ku.edu](mailto:irb@ku.edu) with any questions.

## STEP 4: Login with your regular KU ID and password

**KU** Single Sign-On

Enter your Online ID & Password [What is SSO?](#)

Online ID:

Password:

[Forgot your password?](#) | [Change Password](#) | [Set up your Online ID](#)

**KU Login**

Access to electronic resources at the University of Kansas is restricted to employees, students, or other individuals authorized by the University or its affiliates. Use of this system is subject to all policies and procedures set forth by the University located at [www.policy.ku.edu](http://www.policy.ku.edu). Unauthorized use is prohibited and may result in administrative or legal action. The University may monitor the use of this system for purposes related to security management, system operations, and intellectual property compliance.

**howto.ku.edu**  
learn. search. discover.  
technology & training resources

**Technology Help**

- [785-864-8080](#)  
Phonesupport
- [itcsc@ku.edu](mailto:itcsc@ku.edu)  
Support via Email
- [Faculty/Staff Support](#)  
Technology Support Centers
- [Knowledge Base](#)  
FAQs & More
- [Virtual Service Desk](#)  
Online Help

Comments or ideas on how we can serve you better?  
[Send us your feedback!](#)

## STEP 5: Click the "Continue" button.

Program

ogram

We were unable to automatically match your SSO account with a CITI Program account.

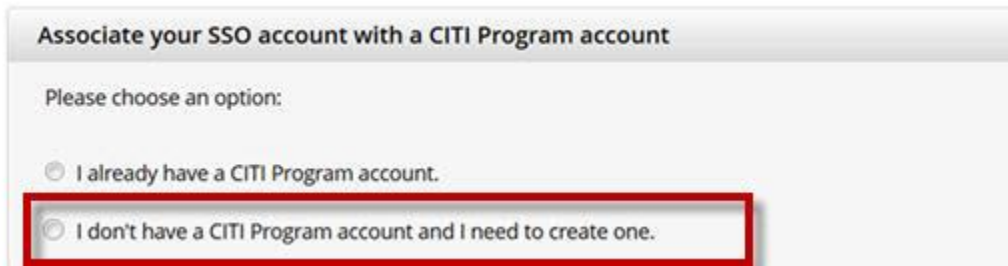
- If you already have a CITI Program account, we will link it to your SSO account.
- If you don't have a CITI Program account we will create one for you.

Click the button to continue.

**Continue**

Contact [irb@ku.edu](mailto:irb@ku.edu) with any questions.

**STEP 6:** Click "[I don't have a CITI Program account and I need to create one.](#)"



Associate your SSO account with a CITI Program account

Please choose an option:

- I already have a CITI Program account.
- I don't have a CITI Program account and I need to create one.

**STEP 7:** Click "Click here to create a new CITI Program account." A CITI account will be created and linked to your KU-L or KUMC login info and you will be able to login using SSO in the future.



Associate your SSO account with a CITI Program account

Please choose an option:

- I already have a CITI Program account.
- I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

By clicking the link below, you will create a new CITI Program account.  
Click [here](#) to create a new CITI Program account.

Contact [irb@ku.edu](mailto:irb@ku.edu) with any questions.

**STEP 8:** On the Main Menu, make sure “University of Lawrence-Kansas.” is selected .

Show Courses for:

**STEP 9:** Click on the link "Add a Course" to complete enrollment.

Show Courses for:

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University of Kansas - Lawrence

!

You are not enrolled in any courses for this institution.

**Step 10:** Complete the Registration: The only required tutorial for KU-Lawrence campus is **Question 1: Human Subjects Research**. Click the “**CITI for Social & Behavioral Research Investigators**” training.

## Question 1

### Basic Human Subjects Protection Training:

This course below fulfills the minimum requirement for learners who will engage in human subjects research through the Lawrence campus IRB and will satisfy the training requirement for most individuals.

- CITI for Social & Behavioral Research Investigators (in English)**
- CITI for Social & Behavioral Research in Russian language: The course above, translated into Russian.
- Not at this time.

Contact [irb@ku.edu](mailto:irb@ku.edu) with any questions.

**STEP 11:** Scroll down and answer "Not at this time" for the remaining questions.



**STEP 12:** Click the "Submit" button to complete registration.



Submit

Registration is complete! You can now access your learner course through the CITI main menu. You can also print your completion report when you have finished the course (it is **not** necessary to send the completion report to the IRB).

 **You are now enrolled in the course(s) you selected.**

University of Kansas - Lawrence

ID 2634

## Social & Behavioral Research - Basic/Refresher

Stage	Completion Date	Expiration Date	Record ID
1 - Basic Course	26-Oct-2016	26-Oct-2019	21283688

### Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)

[Copy Link](#)

### Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)

[Copy Link](#)

Contact [irb@ku.edu](mailto:irb@ku.edu) with any questions.