CITI Tutorial Instructions for New Users

***These instructions are for users who have never logged into CITI before. If you have previously logged into CITI, follow the KU Human Subjects tutorial link and sign up for the appropriate tutorial. KU-Lawrence researchers are required to take the Social & Behavioral Investigators- Basic/Refresher course.

STEP 1. Go to citiprogram.org and click “Log in via SSO.”

Contact hscl@ku.edu with questions
STEP 2: Choose University of Kansas-Lawrence from the SSO list.

Contact hscl@ku.edu with questions
STEP 3: Login with your regular KU ID and password

STEP 4: Click the “Continue” button.

Contact hscl@ku.edu with questions
**STEP 5:** Click “I don’t have a CITI Program account and I need to create one.”

**STEP 6:** 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.

Contact hscl@ku.edu with questions
STEP 7: On the Main Menu, click “University of Lawrence-Kansas.”

STEP 8: Click on the link labeled “You are not enrolled in any courses for this institution. Click here to complete enrollment.”

Contact hscl@ku.edu with questions
Step 9: Complete the Registration:

1) Question 1: The Human Subjects Research tutorial is **REQUIRED** for IRB approval.
   a) Most KU-Lawrence personnel should complete the **Social & Behavioral Research Investigators tutorial**.
   b) If you are doing research at **KUMC**, you may be required to complete the Biomedical training.

2) Question 2: Advanced Modules
   a) Choose the “CITI FDA Research for Social Behavioral Investigators” module if you have previously taken the Social & Behavioral Tutorial and need to fulfill the biomedical training requirements at KUMC
      NOTE: This module will allow you to complete the Biomedical training requirement without having to take the entire Biomedical Research Tutorial
   b) Additional modules may be required if you have a specific role with the IRB
   c) If you do not need to take any additional modules, select “Not at this time.”

3) Question 3: Responsible Conduct of Research
   a) Select “Not at this time.”

4) Question 4: Conflicts of Interest Course
   a) Select “No”

5) Question 5: Health Information Privacy and Security (HIPS)
   a) Select “Not at this time, thank you.”

6) Question 6: Wildlife Research
   a) Click “No.”

7) Question 7: Export Controls
   a) Click “No at this time.”

Contact **hscl@ku.edu** with questions
Question 1

Human Subjects Research

Please choose the course below based on your role and/or the type of human subjects activities in which you will engage.

First, to fulfill your three-year training requirement, choose either the Biomedical or the Social Behavioral Basic Course, depending upon the type of research in which you are typically engaged.

Choose one answer

- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Social and Behavioral research with human subjects.

- Biomedical Research: Choose this group to satisfy CITI training requirements for investigators involved in human subjects research at the University of Kansas Medical Center (KUMC).

- Not at this time.

Question 2

Advanced Modules

One to two modules may be required if your research involves a vulnerable population or if you have a role with the IRB. Choose from the list below.

*Choose the FDA module if you have already taken the Social & Behavioral Tutorial and need to fulfill biomedical training requirements at KUMC.

Choose all that apply

- [ ] CITI FDA Research for Social Behavioral Investigators
- [ ] CITI for IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- [ ] CITI for IRB Chair
- [ ] CITI for Social & Behavioral Research in Russian language

NOTE: Only take this tutorial if you have been asked to complete it by an IRB staff member. This tutorial will not fulfill the requirements for human subject training.

NOTE: Completing a course in Question 1 fulfills your requirement for human subjects training at KU-Lawrence.

Do NOT substitute the "CITI FDA Research for Social Behavioral Investigators" in Question 2 for Question 1 course.

Contact hscl@ku.edu with questions
Question 3

**Responsible Conduct of Research**

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer:

- RCR Basic Course
- Not at this time.

*Question 4

**Conflicts of Interest course**

Would you like to take the Conflicts of Interest course?

Choose one answer:

- Yes
- No

Question 5

**Health Information Privacy and Security (HIPS)**

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

Choose all that apply:

- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Not at this time, thank you.

Question 6

**Wildlife Research**

Would you like to take the Wildlife Research course

Choose one answer:

- IACUC course: For investigators involved in or conducting animal research.
- No

Question 7

**Export Controls**

Please make your selection below to enroll into the CITI US Export Control Regulations course.

Choose one answer:

- CITI Export Controls
- Not at this time.

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**STEP 10:** Click the “Submit” button or the “Complete Registration” button.

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 HSCL).