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 upper right of the home screen.
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.
	1. Enter your name as you would like it to appear on your completion report received at the end of the course.
5. **At step 3** you will choose a username and password for your account. Passwords are case sensitive.
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. The University of Idaho currently offers CITI courses for a variety of research-related topics. Leave the checkboxes blank for questions 2-7 unless you are required to take additional courses to meet other grant or compliance requirements.
	1. Select **“Investigators and Student Researchers”** under Question 1, **Human Subjects Research** to access the required human subjects training course.
	2. Pleasenote that **Responsible Conduct of Research** in question 3 is NOT the same as the Human Subjects training but may be required for some NIH, NSF, or NIFA funded research. You are not required to take this course to conduct human subjects research.
	3. **Good Clinical Practice (GCP)** is required for all NIH-funded investigators and staff who are involved in the conduct, oversight, or management of clinical trials effective January 1, 2017 according to the NIH policy. There are 4 options for this training under question 7 that are tailored to different types of clinical trial research.
10. If your registration is complete, click on “**Finalize Registration**.”
	1. **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
4. Once affiliated, enroll in CITI Program courses. The University of Idaho currently offers CITI courses for a variety of research-related topics. Leave the checkboxes blank for questions 2-7 unless you are required to take additional courses to meet other grant or compliance requirements.
	1. Select **“Investigators and Student Researchers”** under Question 1, **Human Subjects Research** to access the required human subjects training course.
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5. Click Submit
6. On the Main Menu, select “University of Idaho Courses” and click on the course name to begin.
	1. If you need to change your course registration, click on “Add a Course or Update Learner Group.”

**Questions?**

* IRB/Human Subjects Research - 208-885-6340 or irb@uidaho.edu
* IACUC or IBC –208-885-7258 or iacuc@uidaho.edu / ibc@uidaho.edu
* Shipping Regulated Biological Materials –208-885-4054 or biosafety@uidaho.edu
* For all other questions, contact the Office of Research Assurances at 208-885-6162