Instructions for CITI Program Registration – Biomedical Researchers

Go to the CITI homepage: [http://www.citiprogram.org/](http://www.citiprogram.org/) (You can link to it through UND’s Institutional Review Board website, which can be found using the A to Z index. Once on the IRB site, click ‘Required Education’ for the page with a link to the CITI homepage.).

Once you’re on the CITI program website, click the ‘Register’ button in the box on the right side of the screen. This will take you to the page where you will select your institution and create a user ID and password.

Step 1. Enter your institutional affiliation – University of North Dakota (the institution’s name must be spelled out – don’t use any abbreviations). Select ‘Continue to Step 2’.

Step 2. Enter your first and last names and your primary email address in the spaces provided. Select ‘Continue to Step 3’.

Step 3. Enter a Username and Password. Create a Security Question and provide the answer to that question. Select ‘Continue to Step 4’.

Step 4. Respond to the questions about gender, ethnicity, and race. Select ‘Continue to Step 5’.

Step 5. Choose whether you will be requesting continuing education credits for the course. Some professional licenses require a certain number of these credits to maintain a current license. For most users, the answer to this question will be ‘No’. Choose whether the CITI Program may contact you regarding future participation in research surveys. Select ‘Continue to Step 6’.

Step 6. Complete all of the items marked with an asterisk (*).

- For Department, use your academic department or department of employment.
- For What is your role in research, choose the response that most closely fits to your role.
- Once all required information has been entered, Select ‘Continue to Step 7’.

Step 7. Select your course curriculum:

- For question 1, choose ‘Group 1: Biomedical Research Investigators and Key Personnel’.
- For question 2, select the 4th option: ‘I have not previously completed an approved Basic Course’.
- For question 3, select ‘Not at this time, thank you’.

Select ‘Complete Registration’. This will take you to a new page to finalize your registration. Select ‘Finalize registration’.

You should now be on the Main Menu page. Select ‘Group 1: Biomedical Research Investigators and Key Personnel’ to go to the course page. Before you may begin the course, you need to complete the ‘Integrity Assurance Statement’ which can be accessed by selecting the link in the box directly above the listing of course modules. Once you choose ‘I Agree’ on the bottom of the page, select ‘Submit’. You will now be able to begin completing the modules. There will be a short quiz after each module. You do not need to complete the entire course in one sitting. The system will keep track of what modules you’ve completed, as well as your scores on each quiz. You must receive an overall score of at least 80% in order to pass. If necessary, you may re-take modules in order to boost your total score.

You should print out or save your completion certificate when you’re finished for your records. The IRB office will receive notification electronically from the CITI Program once you’ve successfully completed the course, so there’s no need to send your certificate to the IRB.

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