

Instructions for CITI Program Registration – Biomedical Researchers

Go to the CITI homepage: <https://about.citiprogram.org/en/homepage/>

Once you're on the CITI program website, click the 'Register' button at the top of the page. This will open a new window where you will select your institution and create a user ID and password.

Step 1. Select Your Organization Affiliation – Enter "University of North Dakota" (the institution's name must be spelled out – don't use any abbreviations). Check the box to agree to the site's Terms of Service and Privacy Policy. Then, check the box to affirm you are an affiliate of UND and Select 'Create a CITI Program Account'.

Step 2. Enter your first and last names and your UND email address in the spaces provided (**use the @UND.edu domain**). If you have a secondary email, it's recommended that you include it here, too. 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. Enter Country of Residence: United States. Choose whether the CITI Program may contact you regarding other courses and services. Select 'Continue Registration'.

Step 5. Respond 'No' to the question about receiving Continuing Education Unit (CEU) credits. Select 'Submit'.

Step 6. Complete all of the items marked with an asterisk (*). The other items are optional and don't need to be completed. Some tips:

- For Department, use your academic department or department of employment.
- For What is your role in research, choose the response that most closely fits with your role.
- Once all required information has been entered, Select 'Next'.

Step 7. Select your course curriculum. You only need to answer questions 1, 2, and 6; you can ignore everything else.

- For question 1, choose 'Group 1: Biomedical Research Investigators and Key Personnel'
- For question 2, select the 1st option: 'I have not previously completed an approved Basic Course'
- For question 6, select 'Group 1: HIPAA Researchers and Clinicians'

Click 'Submit'. This will take you to a page that indicates your registration with the University of North Dakota is complete.

You should now be on the Main Menu page. Select 'University of North Dakota – View Courses' to open your course menu. It should list the courses you've selected: Group 1: Biomedical Research Investigators and Key Personnel and Group 1: HIPAA Researchers and Clinicians. Click on the name of the course to open the course. You will first have to complete the Integrity Assurance Statement before you can begin working on 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. If you have registered for the CITI site using your **@und.edu email account**, 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.