CITI TRAINING INSTRUCTIONS
For Human Subjects Training

Initial visit to the training

To begin:

1. Go to CITI at http://www.citiprogram.org
2. Click on Register

Complete Registration Steps 1-7 now:

Step 1:
1. In Section 1. Select your Organization Affiliation
   Type in University of Colorado Colorado Springs

Step 2: Personal Information
1. Enter your name
   Enter first and last name
2. Enter your email address
   Enter your UCCS email as the preferred email; if you have a non-UCCS email
   account where you would like a copy sent, enter it in the secondary email

Step 3: Create your Username and Password
1. Enter your User Name
2. Enter and verify your Password
3. Select and provide an answer to a Security Question

Step 4: Gender, Ethnicity and Race
1. Information on for this step is not required. If you decide not to provide a response
   choose “I would rather not disclose”

Step 5: Continuing Education Unit (CEU) Credits
1. Review the information about CEU Credits (Note UCCS does not track CEU Credits)
2. Question about CITI contacting you at a later date regarding future research surveys (this
   is your choice)
Step 6: General Demographic Information For UCCS

1. **Language Preference** select your language preference for the training
2. **Institutional email address** is your UCCS email account
3. **Gender** use the drop down to select
4. **Highest degree** use the drop down to select
5. **Employee Number** enter if you have one, or provide the last 4 digits of Student
6. **Department** enter the department name for which you are completing the training
7. **What is your role in research?** use the drop down to select
8. **Address Field 1**: enter 1420 Austin Bluffs Parkway then skip to City
9. **City**: enter Colorado Springs
10. **State**: enter Colorado
11. **Zip/Postal Code**: enter 80918
12. **Country**: enter United States
13. **Office Phone**: enter your best contact number
14. **Home Phone**: enter or skip, field is optional

Step 7: Select Curriculum

1. **Under choose all that apply**
   Select the first entry **I would like to enroll in the Ethical Conduct of Research with Human Subjects courses** if you are taking the training so you can undertake research for a class project, capstone project, or thesis.
   
   **Choose all that apply**
   - [ ] I would like to enroll in the Ethical Conduct of Research with Human Subjects courses
   - [ ] I would like to enroll in Lab Animal Welfare courses.
   - [ ] I would like to enroll in Responsible Conduct of Research courses.
   - [ ] I would like to enroll in the Conflicts of Interest Course.

2. **Human Research**
   Under **Choose one answer** Select the first entry **I need to enroll in a basic human research course**
   
   **Choose one answer**
   - [ ] I need to enroll in a basic human research course.
   - [ ] I have previously completed an approved basic course and need to enroll in a refresher course.

   Do not select the second choice unless you have received a reminder from CITI to take a refresher course. Normally, this occurs 3 years after you complete the basic training.
3. Under *Choose Social and Behavioral Research*

Choose one answer

- Social and Behavioral Research:
  - Vulnerable Population Research
  - UCCS IRB Members:

**NOTE:** The UCCS IRB Members course is only designed for persons who serve on the Institutional Review Board. Do not select UCCS IRB Members unless you are a member of the Institutional Review Board.

Click Finalize registration

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**Main Menu**

*Your registration has been completed successfully.*

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