#### The Collaborative Institutional Training Initiative (CITI Program)

https://about.citiprogram.org/en/homepage/

## **Registering:**



#### Follow the registration steps as follows:



English ▼

REGISTER

LOG IN LOG IN THROUGH MY ORGANIZATION

CITI - Learner Registration

Steps: ■ 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

University of Houston-Clear Lake

University of Houston-Clear Lake only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

I affirm that I am an affiliate of University of Houston-Clear Lake.

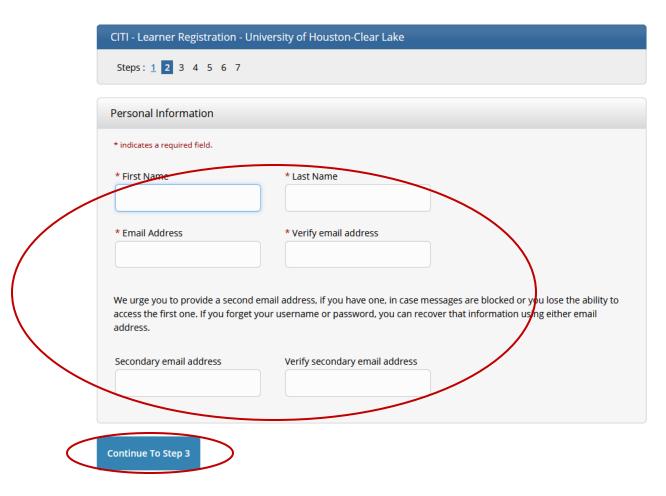
Continue To Create Your CITI Program Username/Password



LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER



Complete remaining registration steps.

### **Enrolling in Courses:**

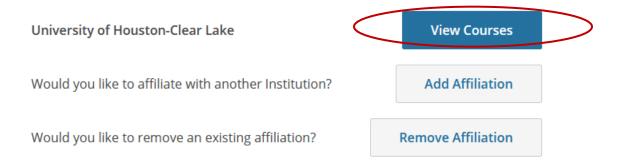
- 1. Log in using your user name and password you created during the registration process.
- 2. On the CITI Program home page, select "Courses"



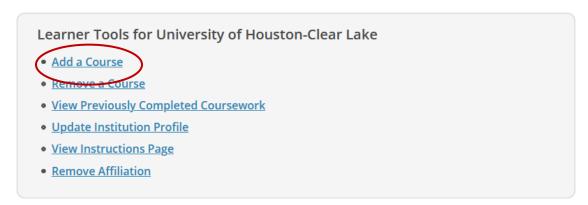
#### 3. Select "View Courses"

# **Institutional Courses**

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to <u>add an affiliation</u>. If you are no longer associated with a listed institution, you may want to <u>remove an affiliation</u>.



4. At the bottom of the page, select "Add a Course"



5. Answer the questions related to your role. As an investigator, you will answer Question 2 only: Question 2 **Human Subjects Research** What is your role and what type of human subjects activities will you conduct? You will be enrolled in the Basic Course for that group. Social-Behavioral-Educational Researchers Biomedical Researchers IRB Committee Members IRB Committee Chairs Institutional/Signatory Official Submit 6. Complete the required course: You are now enrolled in the course(s) you selected. University of Houston-Clear Lake Institution List Show Courses for: University of Houston-Clear Lake Social-Behavioral-Educational Researchers Stage 1 - Basic Course 0 / 14 modules completed Start Now

- 7. Once you have completed the required course, CITI will generate a Certificate of Completion.
  - a. Student Researchers: Forward your completion certificate to your faculty sponsor along with your IRB application.
  - b. Faculty: Please forward your completion certificate to the Office of Sponsored Programs (OSP) at <a href="mailto:sponsoredprograms@uhcl.edu">sponsoredprograms@uhcl.edu</a> along with each IRB application that names you as investigator or faculty sponsor.