

CITI Tutorial Instructions for New Users

STEP 1. Go to citiprogram.org and click “Log in via SSO.”



USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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Over 7.0 million CITI Program courses have been completed since 2000

Username

Password
 Log In

Forgot Username or Password?

Log in through my institution
Log in via SSO

Create an account
Register

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

CITI Program Announcements
Visit CITI Program's Online Bookstore
New Modules and Courses Released in 2014
New External IRB Review Module
Human Subjects Research - SBE Guide
New CE Credits: RCR Refresher Course
More...

Help & Support
How do I register?
Merge duplicate accounts
I forgot my Username or Password
More...

Contact irb@ku.edu with any questions.

STEP 2: Choose University of Kansas-Lawrence from the SSO list.

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> Institutions using Single Sign On (SSO)

Scroll down

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.
SSO requires a username and password issued by the organization.
Click on the organization name for SSO login instructions.

1	Augsburg College
2	Baylor College of Medicine
3	Baylor University
4	California Institute of Technology
5	Columbia University
6	Cornell University
7	DAIDS LMS
8	Duke Clinical Research Institute
9	Duke Medicine
10	Duke Student RCR
11	Duke University - Non-Medical Research
12	Florida Puerto Rico Collaboration to Reduce Stroke Disparities (FL-PR CRESD)
13	Georgia Institute of Technology
14	Group Harms Review Group
52	University of Florida
53	University of Georgia
54	University of Iowa
55	University of Kansas - Lawrence
56	University of Kansas Medical Center
57	University of Kentucky
58	University of Miami/Jackson Health System
59	University of Minnesota
60	University of Pittsburgh

Contact irb@ku.edu with any questions.

STEP 3: Login with your regular KU ID and password

The University of Kansas myKU Email BL

KU

Enter your Online ID & Password

Online ID:

Password:

[Forgot your password?](#) | [Change Password](#)

Sign in

[Set up your KU Online ID](#) | [Help](#)

Access to electronic resources at the University of Kansas is restricted to employees, students, or other individuals authorized by the University or its affiliates. Use of this system is subject to all policies and procedures set forth by the University located at www.policy.ku.edu. Unauthorized use is prohibited and may result in administrative or legal action. The University may monitor the use of this system for purposes related to security management, system operations, and intellectual property compliance.

Create Your Own Blackboard Profile

Beginning Jan. 27

[Watch more](#)

Technology Help

- [Knowledge Base](#)
FAQs & more
- [785-864-8080](tel:785-864-8080)
Phone support
- itsc@ku.edu
Support via email
- [Virtual Service Desk](#)
Online Help

STEP 4: Click the “Continue” button.

Program

ogram

We were unable to automatically match your SSO account with a CITI Program account.

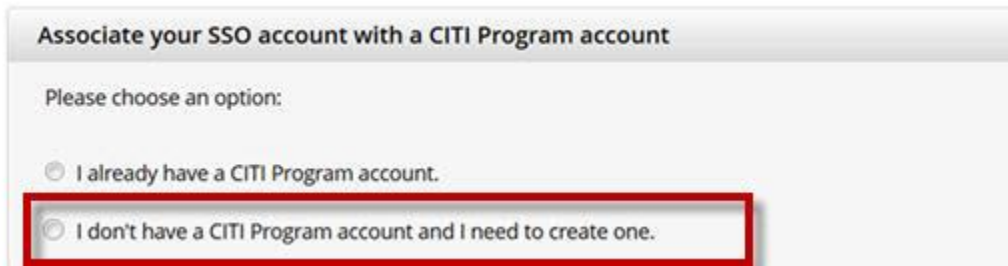
- If you already have a CITI Program account, we will link it to your SSO account.
- If you don't have a CITI Program account we will create one for you.

Click the button to continue.

Continue

Contact irb@ku.edu with any questions.

STEP 5: Click "I don't have a CITI Program account and I need to create one."



Associate your SSO account with a CITI Program account

Please choose an option:

- I already have a CITI Program account.
- I don't have a CITI Program account and I need to create one.

STEP 6: Click "Click here to create a new CITI Program account." A CITI account will be created and linked to your KU-L or KUMC login info and you will be able to login using SSO in the future.



Associate your SSO account with a CITI Program account

Please choose an option:

- I already have a CITI Program account.
- I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

By clicking the link below, you will create a new CITI Program account.

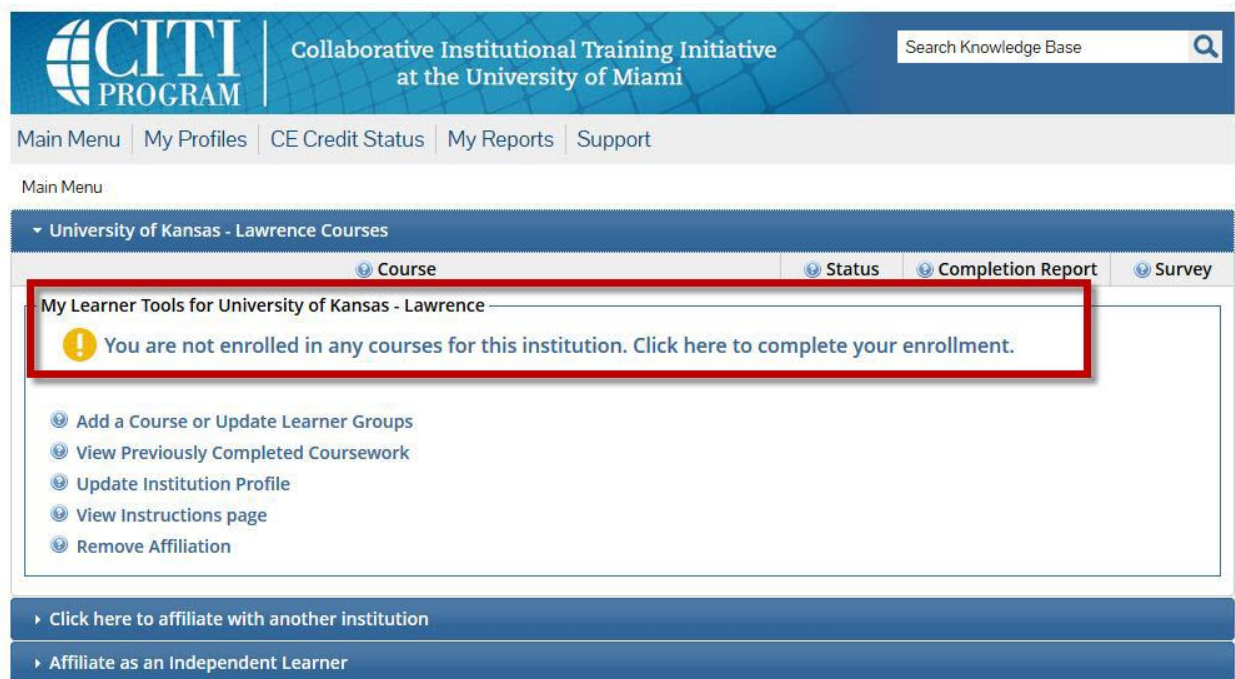
[Click here to create a new CITI Program account.](#)

Contact irb@ku.edu with any questions.

STEP 7: On the Main Menu, click “University of Lawrence-Kansas.”



STEP 8: Click on the link labeled “You are not enrolled in any courses for this institution. Click here to complete enrollment.”



Step 9: Complete the Registration: The only required tutorial for KU-Lawrence campus is **Question 1: Human Subjects Research**. Click the “CITI for Social & Behavioral Research Investigators” training.

Contact irb@ku.edu with any questions.

Question 1

Basic Human Subjects Protection Training:

This course below fulfills the minimum requirement for learners who will engage in human subjects research through the Lawrence campus IRB and will satisfy the training requirement for most individuals.

Choose one answer

- CITI for Social & Behavioral Research Investigators (in English)
- CITI for Social & Behavioral Research in Russian language: The course above, translated into Russian.
- Not at this time.

STEP 10: Click the “Submit” button or the “Complete Registration” button.



The screenshot shows a form with two radio button options: "CITI Export Controls" and "Not at this time." Below these options is a blue "Submit" button, which is highlighted with a red rectangular box.

Registration is complete! You can now access your learner course through the CITI main menu. You can also print your completion report when you have finished the course (it is **not** necessary to send the completion report to the IRB).

Contact irb@ku.edu with any questions.



Main Menu

▼ University of Kansas - Lawrence Courses

Course	Status	Completion Report	Survey
HIPAA - Basic/Refresher	Passed 08/21/2013	Print Report	Take Survey
Social & Behavioral Research - Basic/Refresher	Passed 05/15/2013	Print Report	Take Survey

My Learner Tools for University of Kansas - Lawrence

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

▶ [Click here to affiliate with another institution](#)