CITI Tutorial Instructions

STEP 1: Go to citiprogram.org
Click “Log in via SSO.”

STEP 2: Choose University of Kansas-Lawrence from the SSO list.
STEP 3: Login with KU Online ID and password

If you have previously logged into CITI as a University of Kansas user, move to Step 4.

NOTE: If this is your first time logging into CITI as a University of Kansas user, the prompt (right) will appear. Click the “Continue” button.
If you have previously set up a CITI account through a different institution, choose “I already have a CITI Program account.”

(Blue Box)

Otherwise, choose “I don’t have a CITI Program account and I need to create one.”

(Red Box)

Then click the “Click here to create a new CITI Program account.”

Once selected, a CITI account will be created and linked to your KU-Lawrence login information and you will be able to login using SSO in the future.
STEP 4: Course selection

At the Main Menu, select “University of Kansas – Lawrence Courses.”

First-time enrollees will see “You are not enrolled in any courses for this institution. Click here to complete your enrollment” hyperlink. Click the link to enroll.

Or

Select the “Add a Course or Update Learner Groups” hyperlink.
On the Select Curriculum screen (see right) select the desired course(s).

The FCOI course is Question 4.

If you have never completed FCOI training previously, select the "Initial KU Financial Conflicts of Interest" course. (Red)

Or

If you need to complete the 4-year retraining requirement, select the "Refresher KU Financial Conflicts of Interest" course. (Blue)

After desired courses are selected, click the “Submit” button at the bottom of the screen.
Step 5: Complete training

After course selection, you will return to the main menu. Select the course to open it.

A list of modules required to complete the course will appear. Complete the module(s) and any applicable quizzes.

NOTE: Links to quizzes will be available at the end of the module(s).

The two optional modules (right) are not required to fulfill FCOI training, but are available as supplemental materials that you may find useful.

If you have any questions, please contact Research Integrity at coi@ku.edu or 785-864-3319.