

CITI Tutorial Instructions for New Users

*****These instructions are for users who have never logged into CITI before. If you have previously logged into CITI, follow the [KU Human Subjects tutorial link](#) and sign up for the appropriate tutorial. KU-Lawrence researchers are required to take the Social & Behavioral Investigators- Basic/Refresher course.**

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



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

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Over 7.0 million CITI Program courses have been completed since 2000

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...

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

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> Institutions using Single Sign On (SSO)

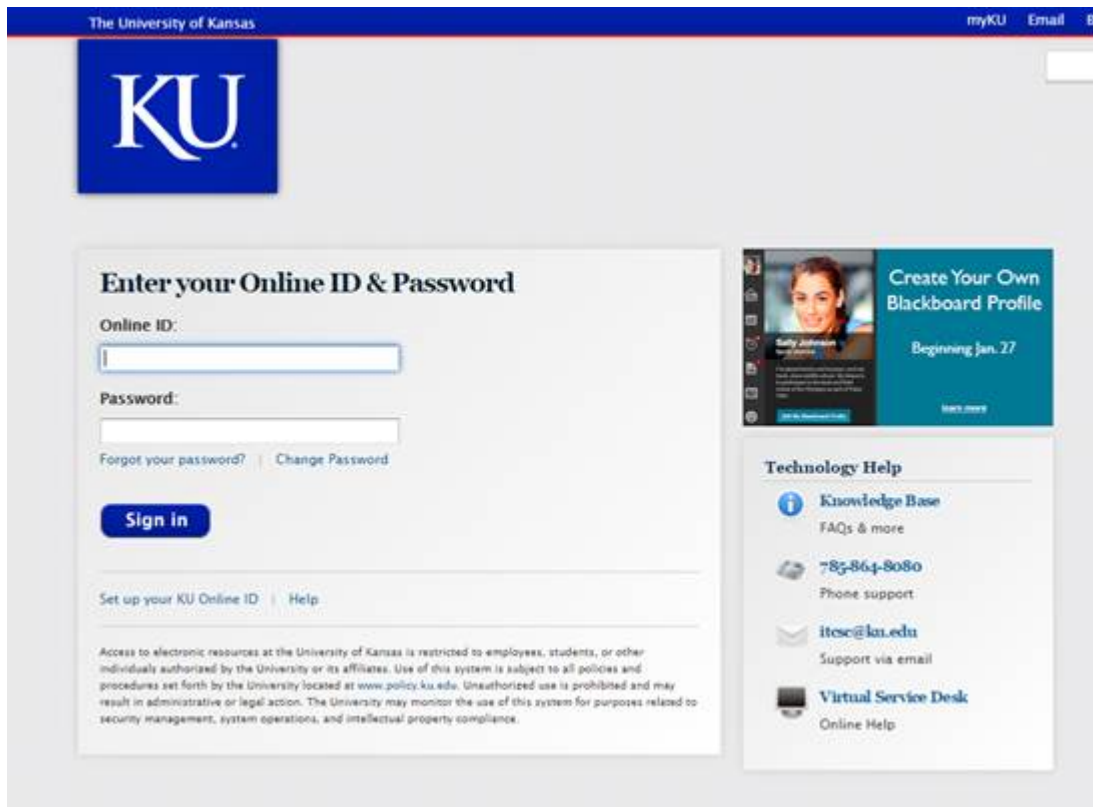
Scroll down

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.

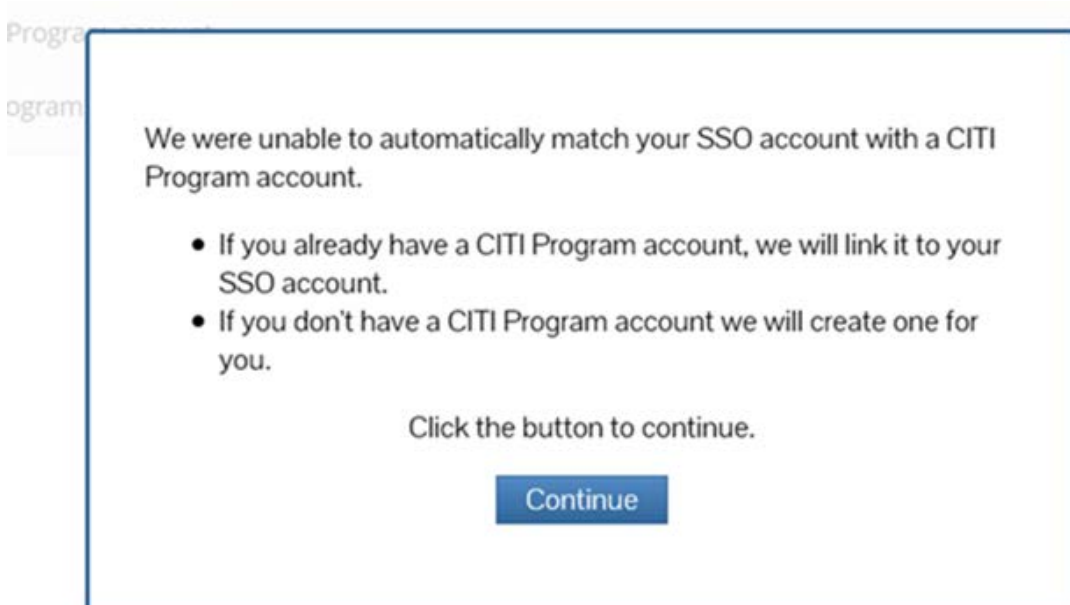
1	Augsburg College
2	Baylor College of Medicine
3	Baylor University
4	California Institute of Technology
5	Columbia University
6	Cornell University
7	DAIDS LMS
8	Duke Clinical Research Institute
9	Duke Medicine
10	Duke Student RCR
11	Duke University - Non-Medical Research
12	Florida Puerto Rico Collaboration 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

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STEP 3: Login with your regular KU ID and password



STEP 4: Click the "Continue" button.



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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.

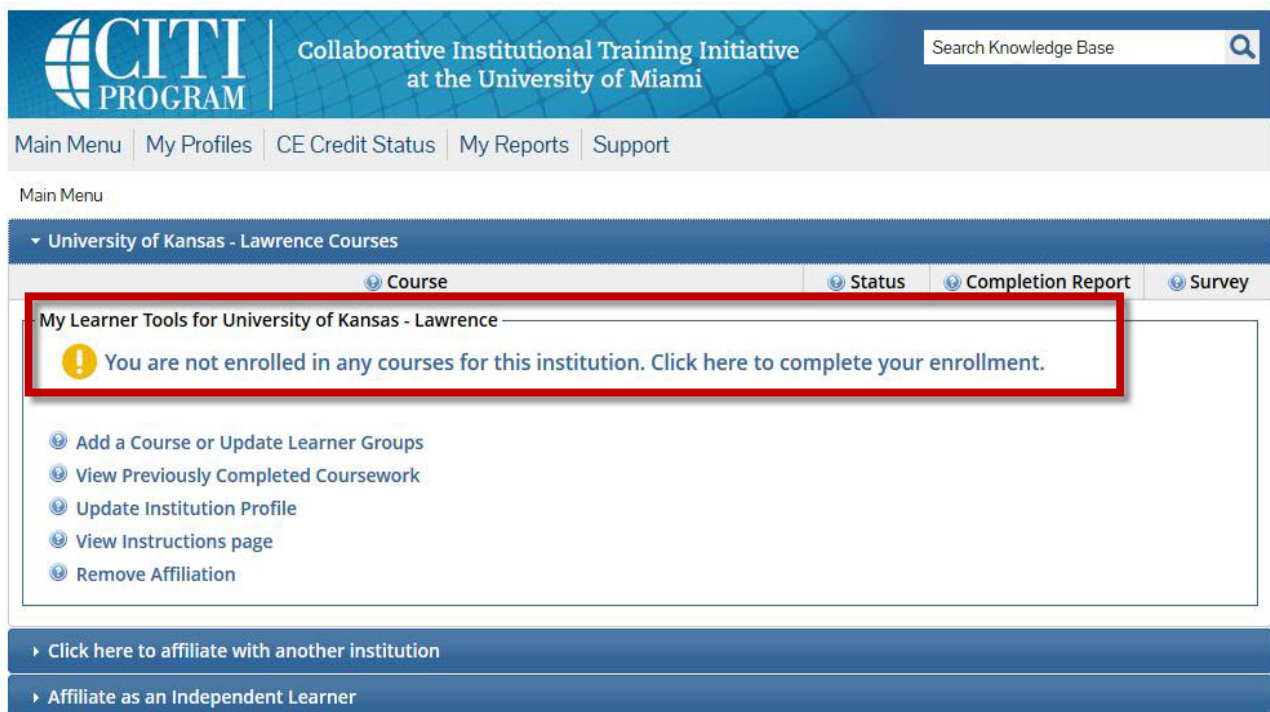
Create a new CITI Program account

By clicking the link below, you will create a new CITI Program account.
[Click here to create a new CITI Program account.](#)

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.”



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Step 9: Complete the Registration:

- 1) Question 1: The Human Subjects Research tutorial is **REQUIRED** for IRB approval.
 - a) Most KU-Lawrence personnel should complete the **Social & Behavioral Research Investigators tutorial**.
 - b) If you are doing research at KUMC, you may be required to complete the Biomedical training.
- 2) Question 2: Advanced Modules
 - a) Choose the “CITI FDA Research for Social Behavioral Investigators” module if you have perviously taken the Social & Behavioral Tutorial and need to fulfill the biomedical training requirements at KUMC
NOTE: This module will allow you to complete the Biomedical training requirement without having to take the entire Biomedical Research Tutorial
 - b) Additional modules may be required if you have a specific role with the IRB
 - c) If you do not need to take any additional modules, select “Not at this time.”
- 3) Question 3: Responsible Conduct of Research
 - a) Select “Not at this time.”
- 4) Question 4: Conflicts of Interest Course
 - a) Select “No”
- 5) Question 5: Health Information Privacy and Security (HIPS)
 - a) Select “Not at this time, thank you.”
- 6) Question 6: Wildlife Research
 - a) Click “No.”
- 7) Question 7: Export Controls
 - a) Click “No at this time.”

Question 1

The **REQUIRED** course for Human Subjects Research is either the **Social & Behavioral Research Tutorial** OR the **Biomedical Research Tutorial** depending on the type of research you are engaged in.

Human Subjects Research

NOTE: Completing a course in **Question 1** fulfills your requirement for human subjects training at KU-Lawrence.

Do NOT substitute the "CITI FDA Research for Social Behavioral Investigators" in Question 2 for Question 1 courses.

Please choose the course below based on your role and/ or the type of human subjects activities in which you will engage.

First, to fulfill your three-year training requirement, choose **either** the Biomedical or the Social Behavioral Basic Course, depending upon the type of research in which you are typically engaged.

Choose one answer

- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Biomedical Research:** Choose this group to satisfy CITI training requirements for investigators involved in human subjects research at the University of Kansas Medical Center (KUMC).
- Not at this time.

Question 2


Advanced Modules

NOTE: If you need to fulfill Human Subjects training requirements for the KU-Lawrence campus, **DO NOT** take the CITI FDA Research for Social Behavioral Investigators tutorial listed in this section. **This is an ADDITIONAL course and will NOT fulfill KU-Lawrence Human Subjects training requirements.** You must take one of the tutorials listed in **Question 1** to fulfill KU-Lawrence Human Subjects training requirements.

One to two modules may be required if your research involves a vulnerable population or if you have a role with the IRB. Choose from the list below.

***Choose the FDA module if you have already taken the Social & Behavioral Tutorial and need to fulfil biomedical training requirements at KUMC.**

Choose all that apply

- CITI FDA Research for Social Behavioral Investigators  **Only take this tutorial if you have been asked to complete it by an IRB staff member. This tutorial will not fulfill the requirements for human subject training.**
- CITI for IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- CITI for IRB Chair
- CITI for Social & Behavioral Research in Russian language

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Question 3

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

- RCR Basic Course
- Not at this time.

*** Question 4**

Conflicts of Interest course

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

Question 5

Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

Choose all that apply

- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Not at this time, thank you.

Question 6

Wildlife Research

Would you like to take the Wildlife Research course

Choose one answer

- IACUC course: For investigators involved in or conducting animal research.
- No

Question 7

Export Controls

Please make your selection below to enroll into the CITI US Export Control Regulations course.

Choose one answer

- CITI Export Controls
- Not at this time.

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

CITI Export Controls

Not at this time.

Submit

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 HSCL).

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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

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