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 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:** enter 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. 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.

4. Click Finalize registration

Main Menu

✔ Your registration has been completed successfully.

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<tr>
<th>University of Colorado at Colorado Springs Courses</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
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</thead>
<tbody>
<tr>
<td>Social and Behavioral Research</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
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