

## 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.

University of Colorado at Colorado Springs Courses			
Course	Status	Completion Report	Survey
Social and Behavioral Research	Not Started	Not Earned	