

# Instructions for CITI Login and Registration

*North Texas Regional*

*Institutional Review Board*

UNT Health Science Center



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Register

Log In

## Introducing the CRC Advanced course

Gain a deeper understanding of the CRC role through advanced training.

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What's New

Featured Course

CE Certified Courses

Independent Learners



- Go to <https://www.citiprogram.org>
- Select the link titled “Create an account”

# Step 1

- Type in “University of North Texas Health Science Center” and “Continue to Step 2.”

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

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### CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

### Select Your Organization Affiliation

Search for organization: Enter full or partial name

University of North Texas Health Science Center Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

**Continue to Step 2** Search Again

### Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

# Step 2

- Enter the required information and “Continue to Step 3.”

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**CITI - Learner Registration - University of North Texas Health Science Center**

Steps: 1 **2** 3 4 5 6 7

**Personal Information**

\* indicates a required field.

\* First Name  \* Last Name

\* Email Address  \* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address  Verify secondary email address

**Continue to Step 3**

# Step 3

- Enter the required information and “Continue to Step 4.”

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**CITI - Learner Registration - University of North Texas Health Science Center**

Steps: 1 2 **3** 4 5 6 7

### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password  \* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* Security Question

\* Security Answer

**Continue to Step 4**

# Step 4

- Enter the required information and “Continue to Step 5.”



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Text Size: A A

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## CITI - Learner Registration - University of North Texas Health Science Center

Steps: 1 2 3 **4** 5 6 7

\* indicates a required field.

### \* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

[Continue to Step 5](#)

# Step 5

- Enter the required information and “Continue to Step 6.”  
**NOTE THAT CE CREDITS ARE NOT “FREE,” and will require payment from you. If you don’t need CE credits, check “NO.”**

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**CITI - Learner Registration - University of North Texas Health Science Center**

Steps: 1 2 3 4 **5** 6 7

\* Indicates a required field.

**\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

**Yes**  
At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

**No**  
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grad book page.

No

**If you picked “YES”, please check below the one type of credit you would like to earn**

MDs, DOs, PAs - AMA PRA Category 1 Credits TM  
 Psychologists – APA Credits  
 Nurses – ANCC CNE  
 Other Participants – Certificates of Participation  
 Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

**\* Can CITI Program contact you at a later date regarding participation in research surveys?**

Yes  
 No  
 Not sure. Ask me later

[Continue to Step 6](#)

# Step 6

- Complete the above information with your personal information and “Continue to Step 7.”

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**CITI - Learner Registration - University of North Texas Health Science Center**

Steps: 1 2 3 4 5 **6** 7

**Please provide the following information requested by University of North Texas Health Science Center**

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

Department

\* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

Home Phone

[Continue to Step 7](#)



# Step 7

- Select your course(s) and then click on “Complete Registration.” You can add another course later at any time.

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CITI - Learner Registration - University of North Texas Health Science Center

Steps: 1 2 3 4 5 6 **7**

### Select Curriculum

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. [Click here](#) to review the University of North Texas Health Science Center instructions page.

#### \* Question 1

#### Human Subjects Research

Choose one answer

All research personnel who are actively involved with the project (principal investigator, co-investigators, study physician, research assistants, coordinators, etc.), and anyone who will be interacting with human subjects from a research perspective are considered key personnel and must successfully complete the CITI Human Subjects Research Training Curriculum.

I am not participating in human subjects research.

#### Question 2

#### Good Clinical Practice (GCP)

This option is for UNTHSC personnel and students required to take this course. It is NOT a substitute for the Human Subject Research training requirement. Rather it is intended to provide a broader background and training on issues relevant to clinical practice and clinical research.

The training course is indicated below.

Choose one answer

Good Clinical Practice (GCP)

Not at this time.

#### Question 3

#### Responsible Conduct of Research

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

Choose all that apply

Post-doctoral Students

Graduate Students

Researchers / Principal Investigators

Administrators

Not at this time.

#### Question 4

##### Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete "Working with the IACUC Course" and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- Post-Approval Monitoring (PAM)
- Aseptic Surgery
- Antibody Production
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

- I work with Mice, Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats, Genus: Rattus
- I work with Swine
- I work with Dogs
- I work with Hamsters, Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Rabbits, Family: Leporidae
- I work with Fish
- Working With Animals In Biomedical Research - Refresher Course

#### \* Question 5

##### Conflict of Interest (Research)

All UNTHSC personnel, including, but not limited to, administrators, faculty, staff, post-doctoral fellows, students, interns, or residents, whose institutional responsibilities include the *design, conduct, or reporting of research* must complete training regarding Research Conflict of Interest (RCOI). In addition, any non-UNTHSC personnel engaged in research must also complete this training.

Currently, this Conflict of Interest Training is required **once every four years**, and whenever:

- A new Investigator moves to the university
- The university finds that an Investigator is not compliant
- The university revises its RCOI policies or procedures in ways that affect Investigator compliance

The training course is indicated below.

Choose one answer

- Yes
- No

[Complete Registration](#)

# Step 8

- To take the course: Select “Human Subjects Research.”

The screenshot displays the CITI PROGRAM website header with the logo and the text "Collaborative Institutional Training Initiative". A search bar labeled "Search Knowledge Base" is located in the top right. Below the header is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support".

Under the "Main Menu" section, there is a dropdown menu for "University of North Texas Health Science Center Courses". This dropdown contains a table with the following data:


Course	Status	Completion Report	Survey
Human Subjects Research	Not Started	Not Earned	

Below the table, there is a section titled "My Learner Tools for University of North Texas Health Science Center" which lists several options:

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

# Step 9

- Click on the link “Complete The Integrity Assurance Statement before beginning the course.”


Collaborative Institutional Training Initiative

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Course Human Subjects Research](#)

**Human Subjects Research - Basic Course**

To pass this course you must:

- Complete all 17 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Your Current Score

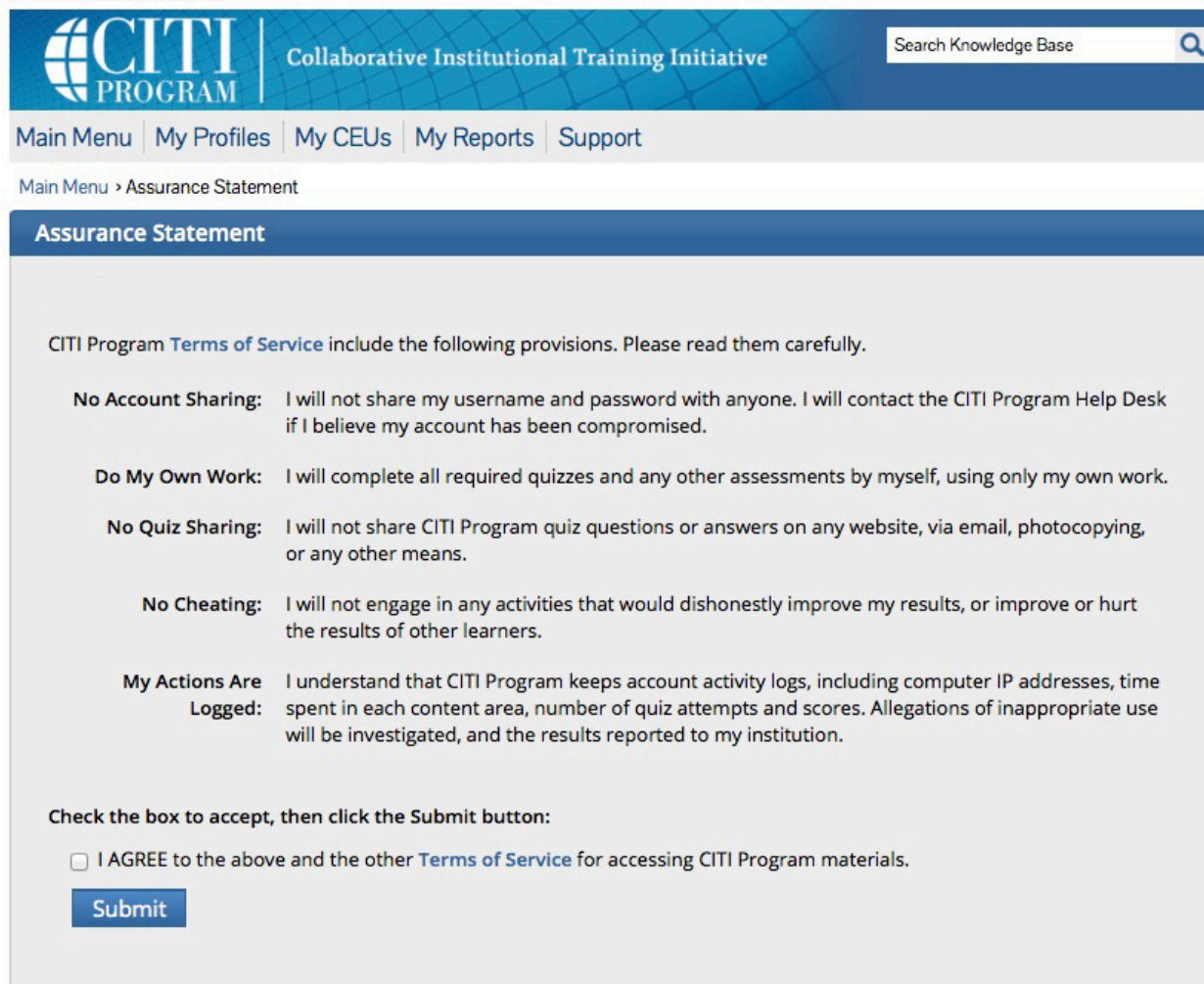
## 0%

[Complete The Integrity Assurance Statement before beginning the course](#)

Required Modules		
	Date Completed	Score
Research with Persons who are Socially or Economically Disadvantaged (ID: 16539)	Incomplete	0/0 (0%)
Research with Decisionally Impaired Subjects (ID: 16610)	Incomplete	0/0 (0%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)
Genetic Research in Human Populations (ID: 6)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Prisoners (ID: 8)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Children (ID: 9)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates (ID: 10)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
University of North Texas Health Science Center (ID: 979)	Incomplete	0/0 (0%)

# Step 10

- Read and complete the Integrity Assurance Statement. Check the box and “Submit”.



The screenshot shows the CITI Program website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". To the right of the header is a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". The main content area is titled "Assurance Statement" and contains the following text:

CITI Program [Terms of Service](#) include the following provisions. Please read them carefully.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.


Check the box to accept, then click the Submit button:

I AGREE to the above and the other [Terms of Service](#) for accessing CITI Program materials.

**Submit**

# Step 11

- Click on the link for each module to complete it. You may complete the training at your own pace. Make sure to remember your username and password so you can log back into CITI.


**CITI PROGRAM** Collaborative Institutional Training Initiative

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Course Human Subjects Research](#)

**Human Subjects Research - Basic Course**

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You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score

## 0%

Required Modules	Date Completed	Score
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Research with Decisionally Impaired Subjects (ID: 16610)	Incomplete	0/0 (0%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
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Records-Based Research (ID: 5)	Incomplete	0/0 (0%)
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Vulnerable Subjects - Research Involving Prisoners (ID: 8)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Children (ID: 9)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates (ID: 10)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
University of North Texas Health Science Center (ID: 979)	Incomplete	0/0 (0%)

# Problems?

Please contact the **CITI Help Desk** for assistance with registrations and technical issues.

Phone: 888-529-5929 (U.S. toll free) and choose Option 1  
Email: [support@citiprogram.org](mailto:support@citiprogram.org)