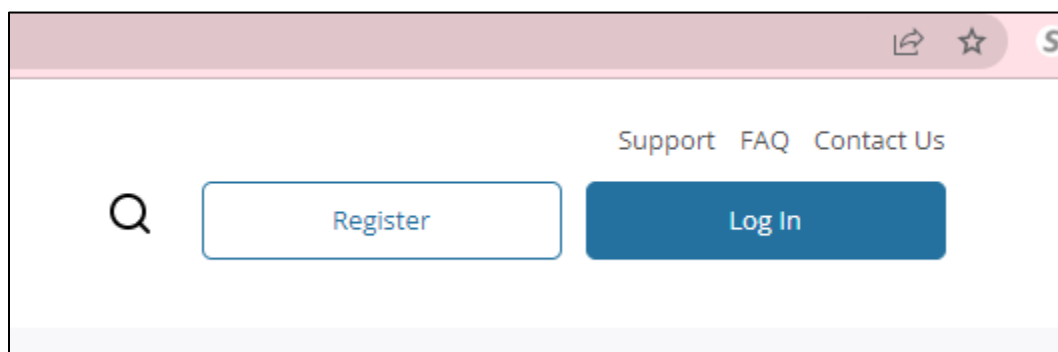

How To: CITI Registration and Affiliation

University of North Texas Health Science Center

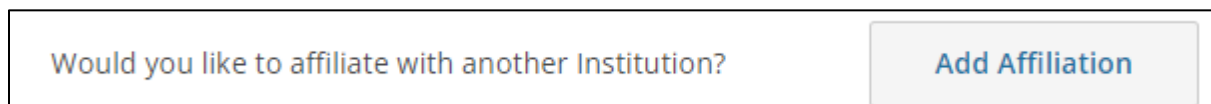
Step 1: Go to <https://www.citiprogram.org>

Then select *Register* OR *Log In* (if you already have an account) in the top right corner of the page.



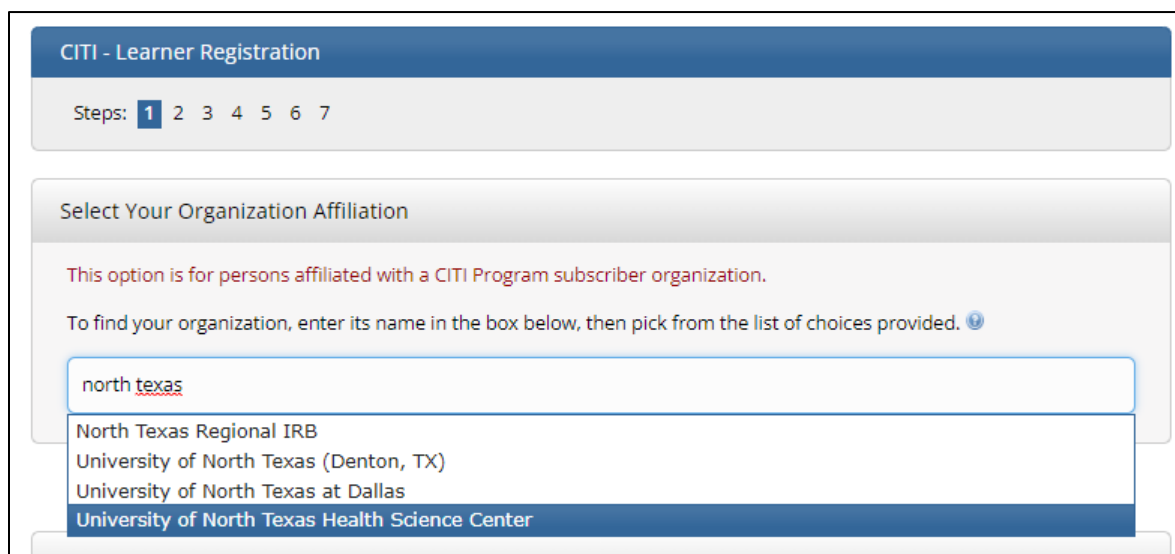
The screenshot shows the top navigation bar of the CITI Program website. On the right side, there are links for 'Support', 'FAQ', and 'Contact Us'. Below these links are two prominent buttons: a light blue 'Register' button and a dark blue 'Log In' button. To the left of the 'Register' button is a magnifying glass icon, indicating a search function. The browser's address bar at the top shows the URL 'https://www.citiprogram.org'.

If you already have an account with CITI, you can log into your account, go to the **My Courses** tab, then select **Add Affiliation** under the **Institutional Courses** section:



The screenshot shows a single button labeled 'Add Affiliation' in blue text. To the left of the button is the text 'Would you like to affiliate with another Institution?' in a light gray font.

Step 2: In the *Organization Affiliation* text bow, begin typing “North Texas” and then select *University of North Texas Health Science Center*.



The screenshot shows the 'CITI - Learner Registration' page. At the top, there is a progress bar with steps 1 through 7, where step 1 is highlighted. Below the progress bar is a section titled 'Select Your Organization Affiliation'. This section contains a text input field where 'north texas' has been typed. Below the input field, a dropdown menu is open, displaying a list of organizations. The list includes 'North Texas Regional IRB', 'University of North Texas (Denton, TX)', 'University of North Texas at Dallas', and 'University of North Texas Health Science Center', which is highlighted in blue. Below the dropdown menu, there is a link for 'Independent Learner Registration'.

Step 3: Check the boxes to agree to CITI's terms and then affirm that you are affiliated with the NTR IRB. Then click *Create a CITI Program account*.

North Texas Regional IRB only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- ☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- ☒ I affirm that I am an affiliate of North Texas Regional IRB.

[Create a CITI Program account](#)

Step 4: Complete *Learner Registration* steps 2 through 4.

Step 5: In *Learner Registration* step 5, select if you need Continuing Education credits.

CITI - Learner Registration - North Texas Regional IRB

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 grade book page.

☒ No

PLEASE NOTE: CE Credits are NOT free, and will require payment from you. If you do not need CE credits, check **NO**.

Step 6: Complete *Learner Registration* step 6 and click *Continue To Step 7*.

Step 7: In this step, select the necessary course(s) and then click *Complete Registration*.


The screenshot shows the 'CITI - Learner Registration - University of North Texas Health Science Center' interface. At the top, a blue header bar contains the title. Below it, a grey bar shows the progress: 'Steps : 1 2 3 4 5 6 7', with '7' highlighted in a blue box. The main content area has a light grey header 'Select Curriculum'. Below this, a red asterisk indicates a required field. A paragraph explains that enrollment questions will determine the curriculum and advises reading questions and responses carefully. The section is titled '* Question 1' and 'Human Subjects Research'. It asks the user to 'Choose one answer'. There are two radio button options: the first is selected and describes '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.'; the second option is 'I am not participating in human subjects research.'

Note: You can add other courses later at any time.

Step 8: Click the *Finalize Registration* button.

The screenshot shows the completion screen of the 'CITI - Learner Registration'. A blue header bar contains the title. Below it, a grey bar contains the message: 'Welcome to the CITI Program. Your registration with North Texas Regional IRB is complete.' At the bottom, there is a blue button with the text 'Finalize Registration'.

Step 9: Next, under *Institutional Courses*, click *View Courses* next to your *North Texas Regional IRB* affiliation.

 Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of North Texas Health Science Center

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Step 10: You can now complete the courses that are in the *Courses Ready to Begin* section of your CITI account.

Show Courses for: University of North Texas Health Science Center

Institution List

University of North Texas Health Science Center

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

University of North Texas Health Science Center

Human Subjects Research

Stage 1 - Basic Course

0 / 17 modules completed

Start Now

Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this institution. Full records of past completions are available in [Records](#).

Step 11: After clicking the *Start Now* button on a course, you will need to click the box to agree to CITI's Terms of Service, and then click *Submit*.

Assurance Statement

Biomedical Research - Basic Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

☒ I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

CancelSubmit

Click on the **Start** button 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.

Required Modules			
Complete all 17 required modules.			
Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	<button>Start</button>
Research with Persons who are Socially or Economically Disadvantaged (ID 16539)	Incomplete	-	<button>Start</button>