CITI Program

How to establish a CITI account and register for IRB training courses

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Research & Sponsored Programs

September 2024

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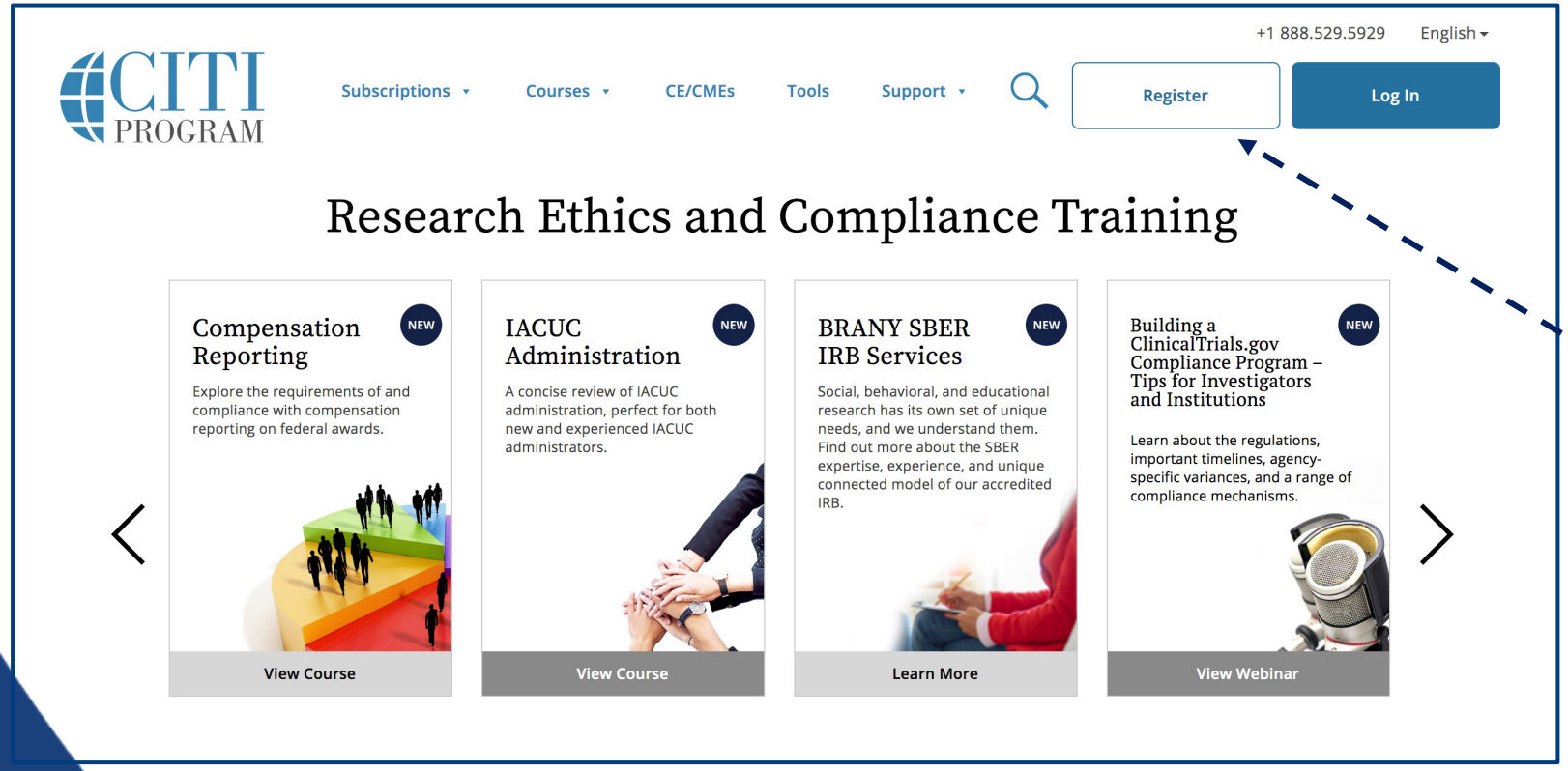
Creating an account with CITI



- Proceed to the CITI Program website at www.citiprogram.org
- Left click on the "Register" button

- *If you have a CITI account affiliated with the UToledo, skip to slide 9.*
- *If you have a CITI account affiliated with another institution, skip to the FAQ.*

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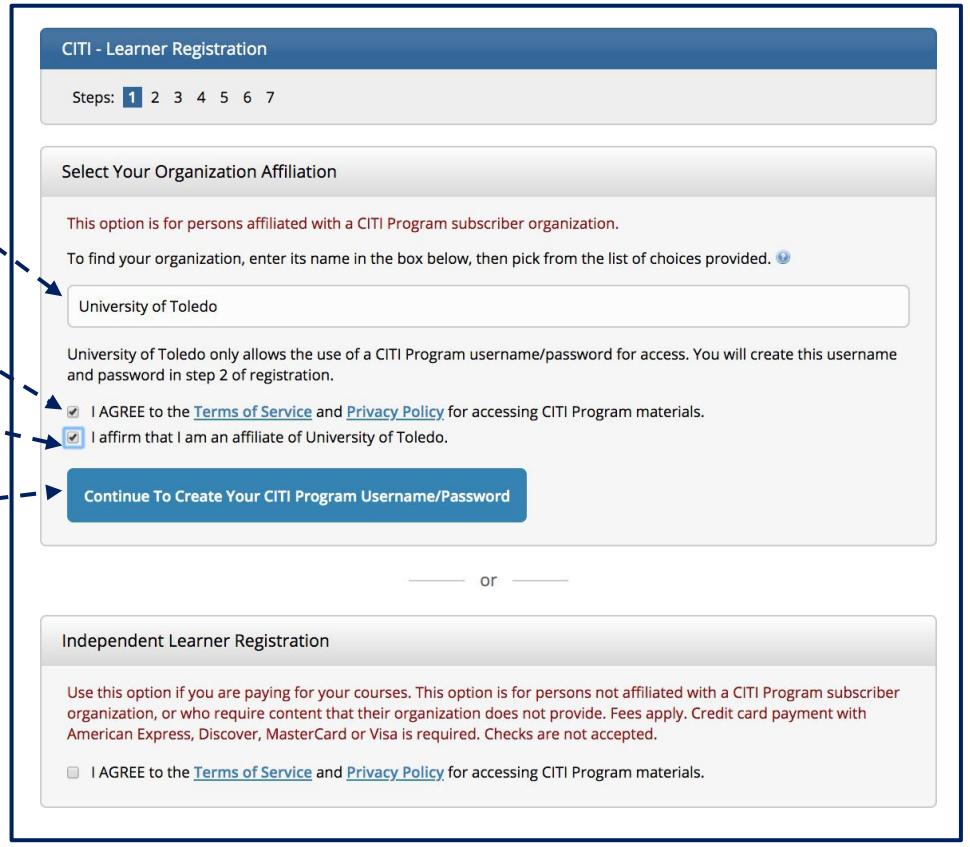
Step 1: Organization affiliation

- Under *Select Your Organization Affiliation* type in **University of Toledo** and hit the return key.
- Left click on the box to agree to the Terms of Service for accessing the CITI Program.
- Left click on the box to affirm that you are an affiliate of The University of Toledo.
- Left click on the *Continue to Create Your CITI Program Username/Password* button.

- **DO NOT SELECT "*Independent Learner Registration*"**
  - CITI will charge a **non-refundable** fee of $110.
  - UToledo **will not** reimburse this fee back to you.
  - Office of Research and Sponsored Programs **cannot** reimburse this fee back to you.



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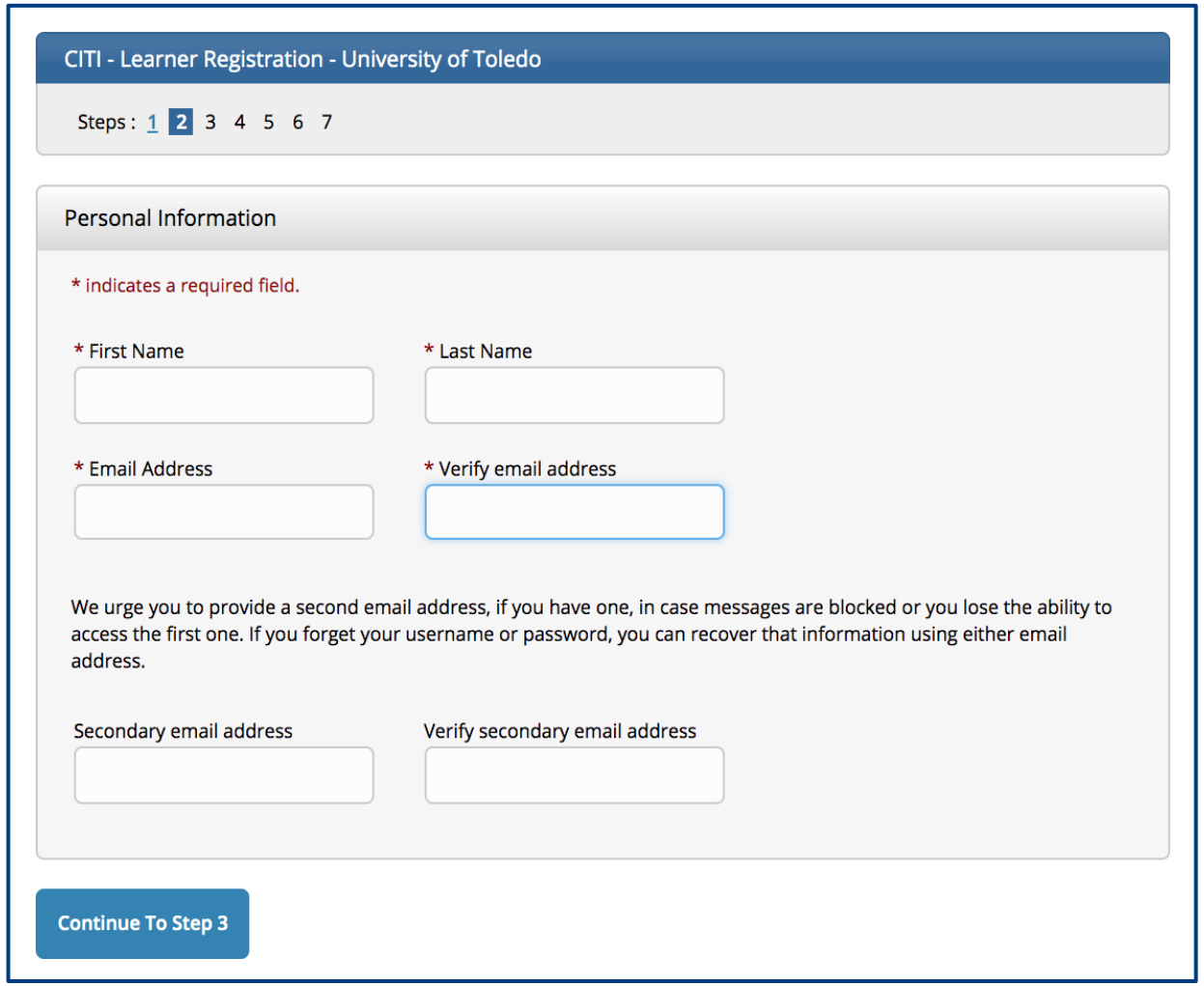
Step 2: Personal information

- Enter the information requested in the fields on the screen. First email address MUST be UToledo.edu email or Rockets email address.
  - Double-check spelling before continuing to the next screen.
  - Left click on the *Continue to Step 3* button.



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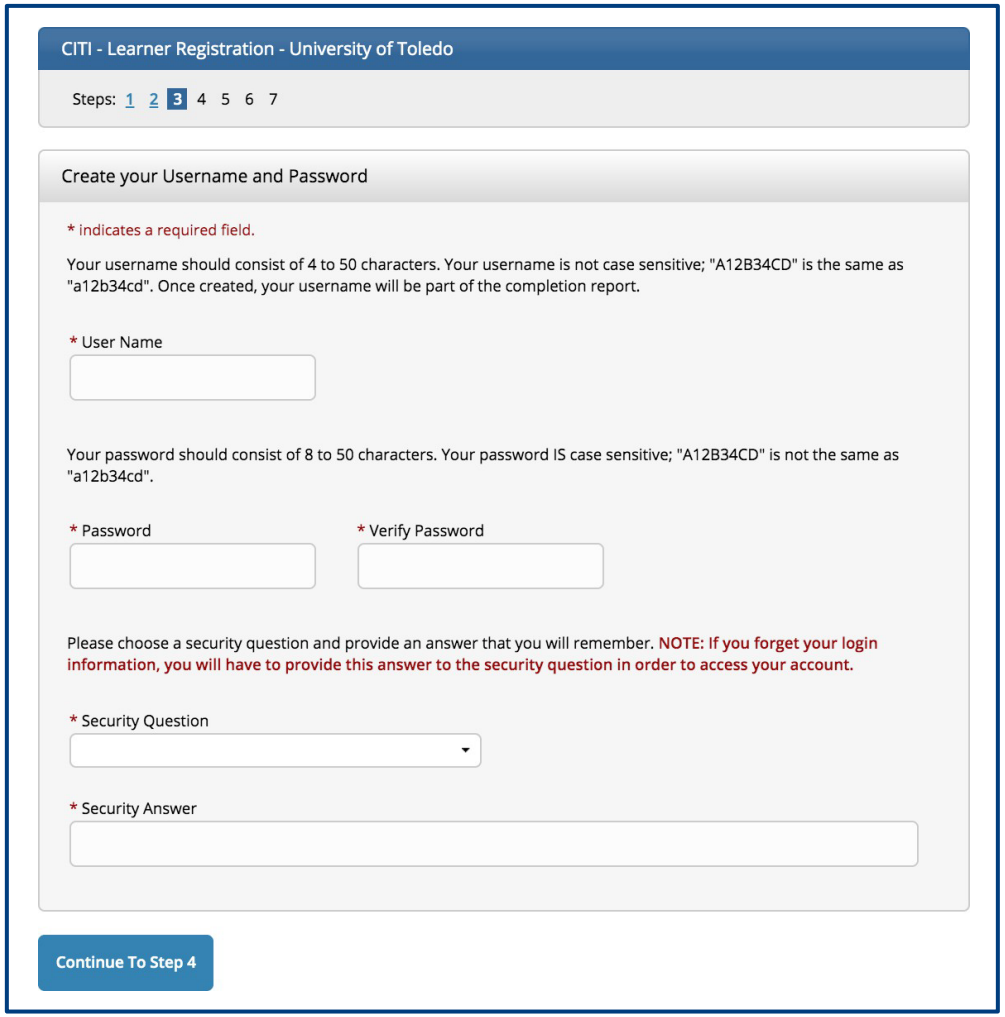
Step 3: Create user name & password

- Create your user name
  (Using your UTAD keeps it simple)
- Create and verify your password
- Select one of the security questions and enter the answer
- Left click on the *Continue to Step 4* button



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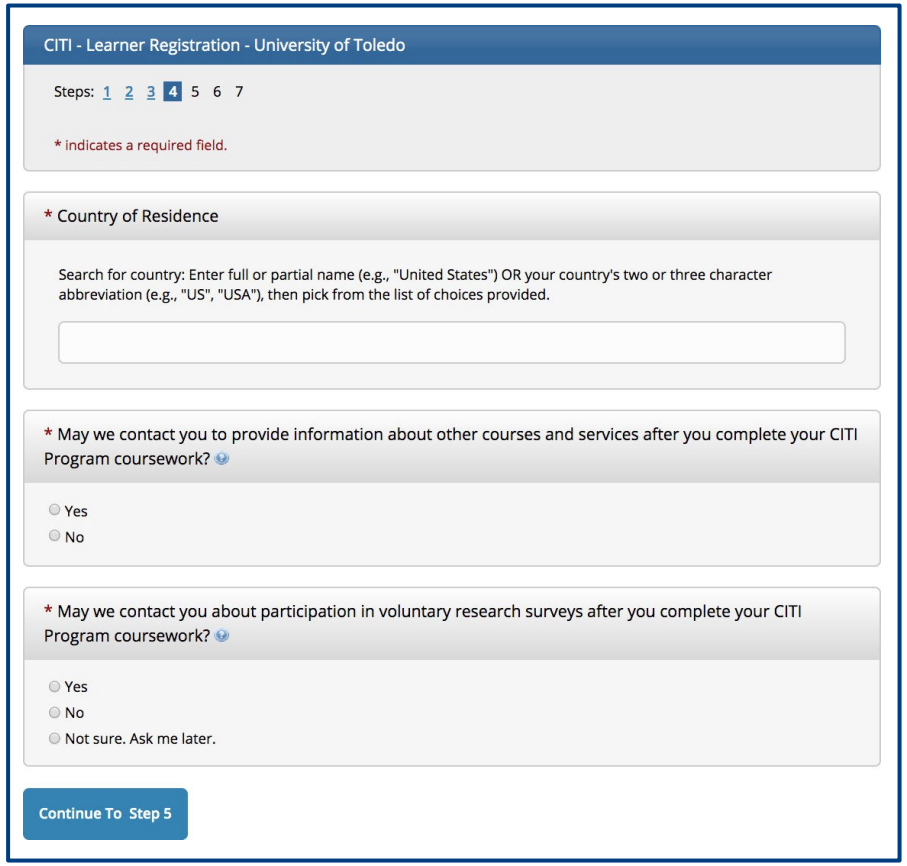
Step 4: Country of residence

- Select your Country of Residence (*This can be the full or partial name or your country's two/three character abbreviation*)
- Answer the two survey questions
- Left click on the *Continue to Step 5* button



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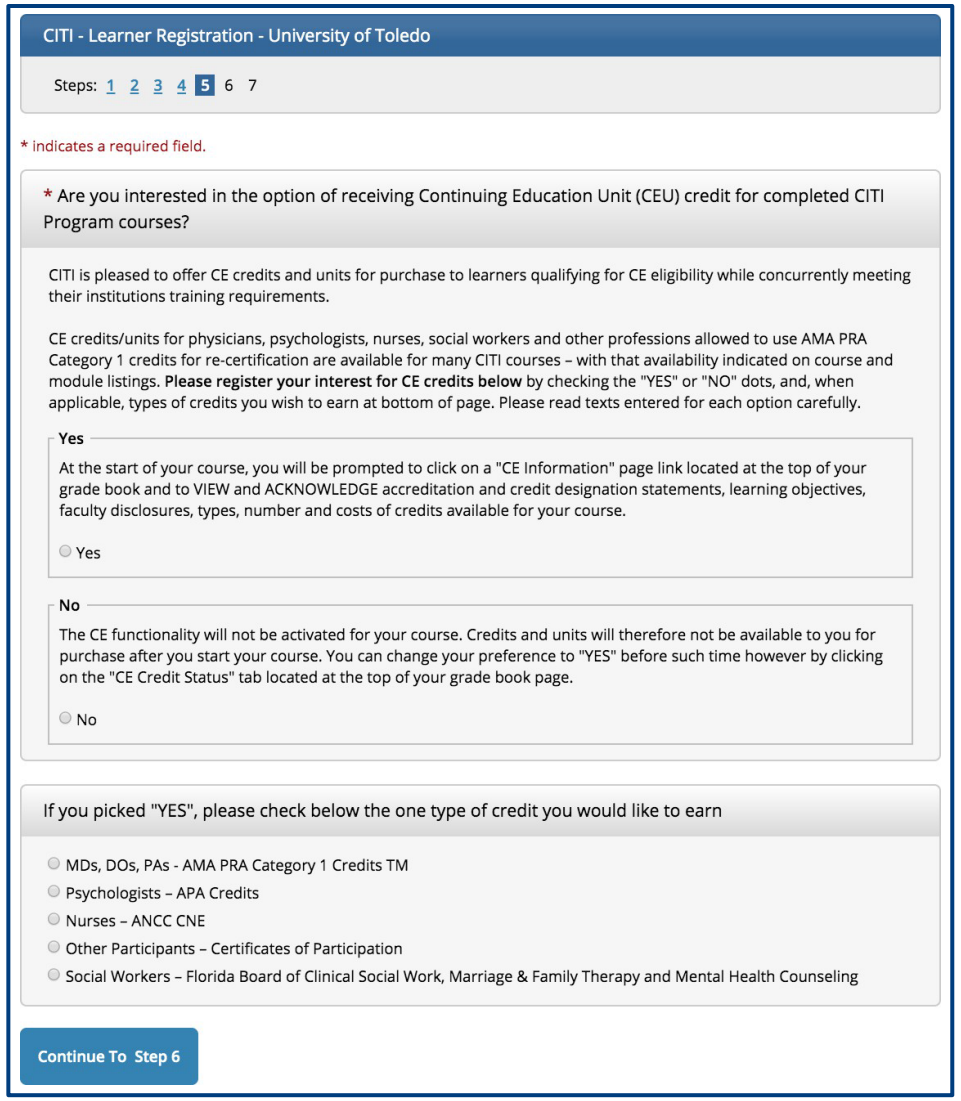
Step 5: CEU'S

Only for Medical or Mental Health Professionals

- Select "YES" if you are eligible for CEUs and are going to utilize them. ***If you select YES, you are responsible for all fees associated with obtaining* CEUs*. UToledo will not cover these expenses.***
- Select "NO" if you are not going to utilize CEUs
- Select the type of credit you would like to earn if you answered "YES"
- Left click on the *Continue to Step 6* button



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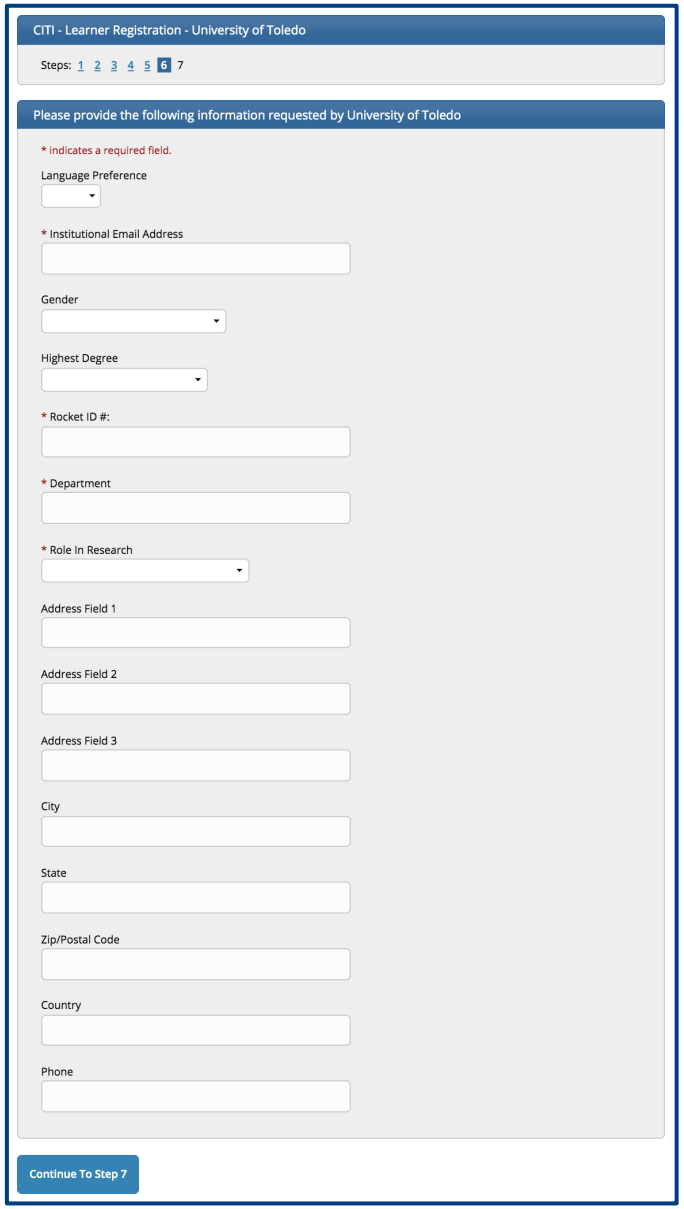
Step 6: UToledo required information

- Please complete the information required by The University of Toledo
  - Institutional Email Address (*UToledo Email*)
  - Rocket ID #: R########## (*make sure you include the R*)
  - Department
  - Role in Research (*Select from Drop Down*)

- Left click on the *Continue to Step 7* button



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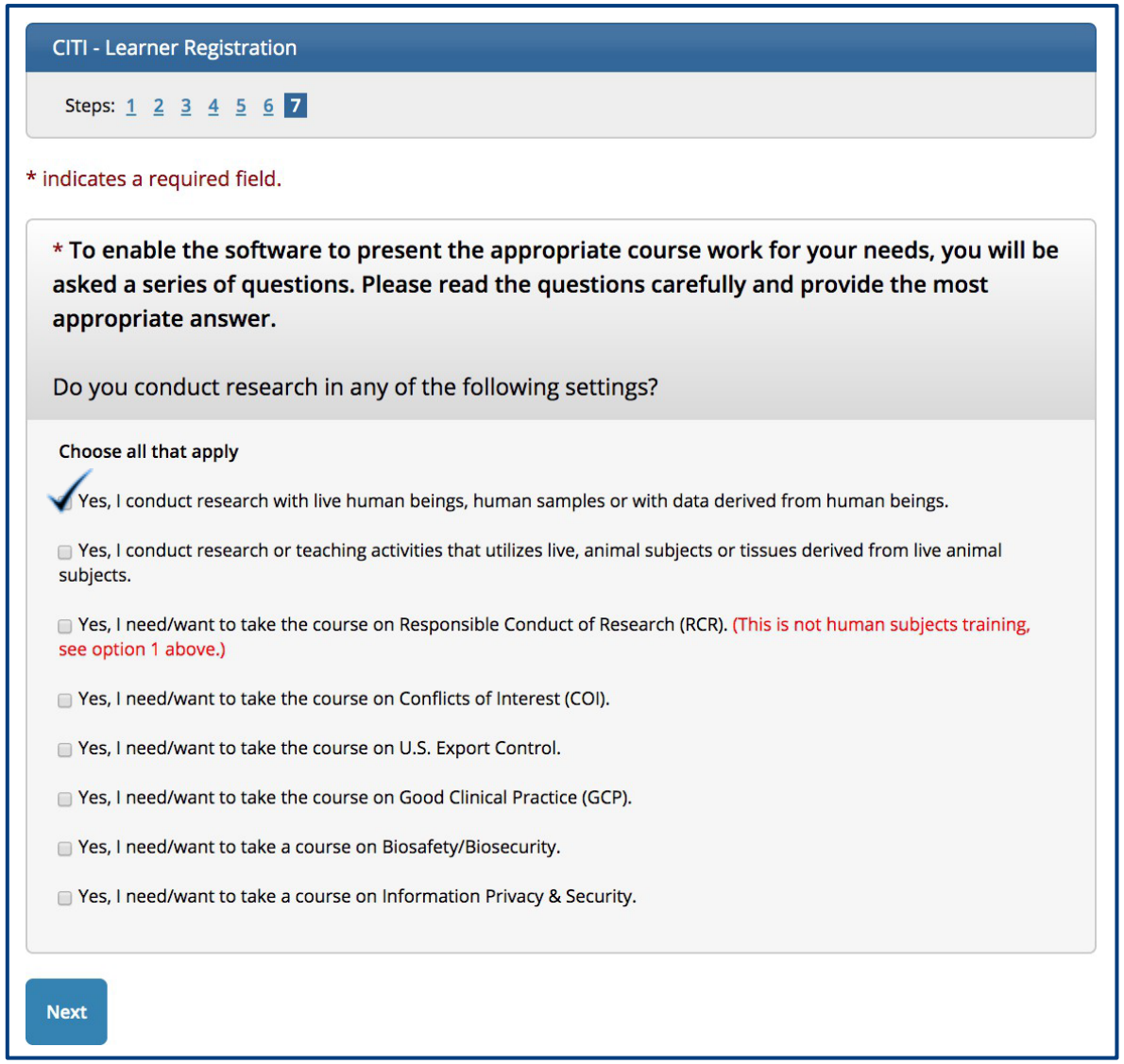
Step 7: Select curriculum

- Select the appropriate training needed
  - For IRB you will select the first option in ADDITION to option #3 & #4.
  - RCR (OPTION #3 is required every four years)
  - COI (OPTION #4 is required every four years)



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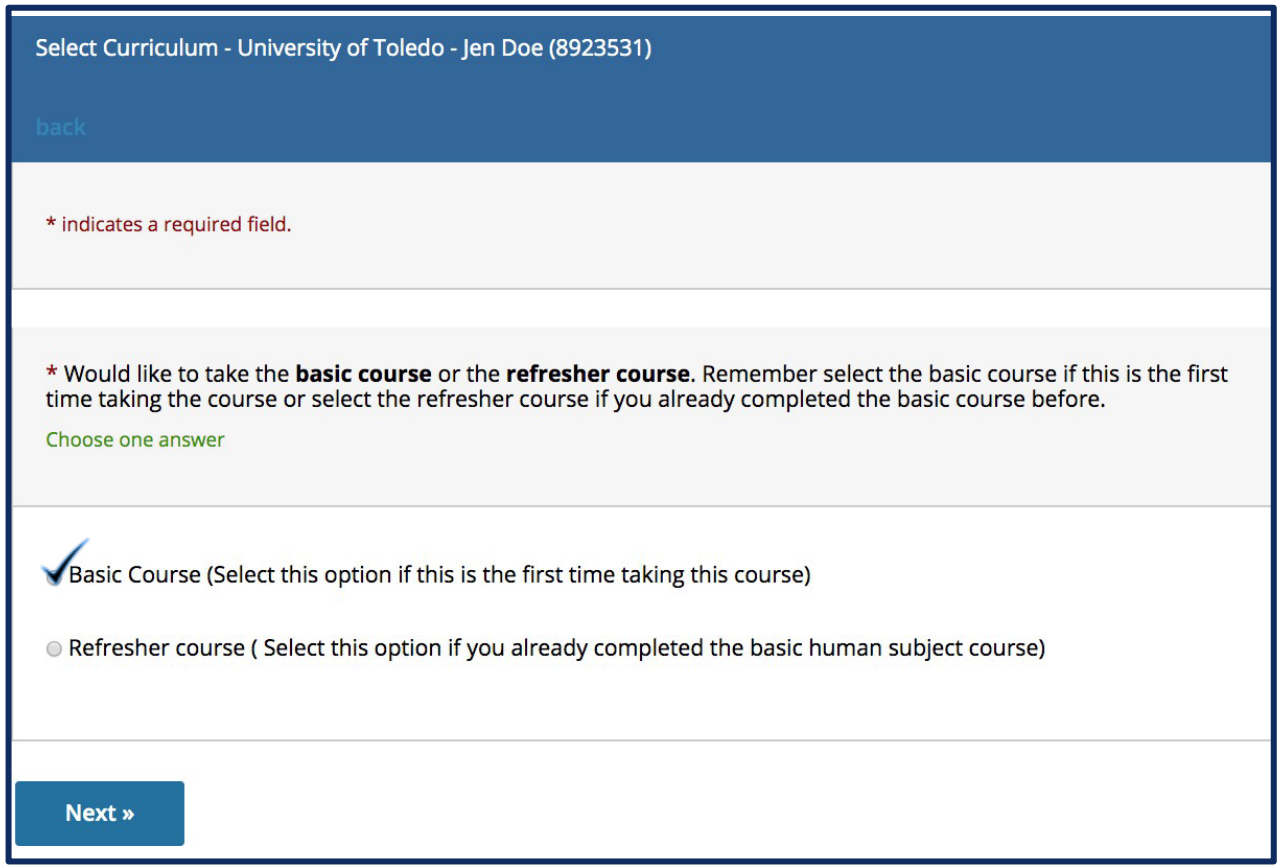
Human subjects (IRB) training

- When taking training that has a BASIC and a REFRESHER option, take the BASIC if you have never taken the course previously or if you have previously taken the course and it expired and it's been longer than 3 years.
  - **What's the difference?**
    - BASIC = Complete Course
    - REFRESHER = Updates the BASIC course but is not a complete course.
- Left click on the *Next* button



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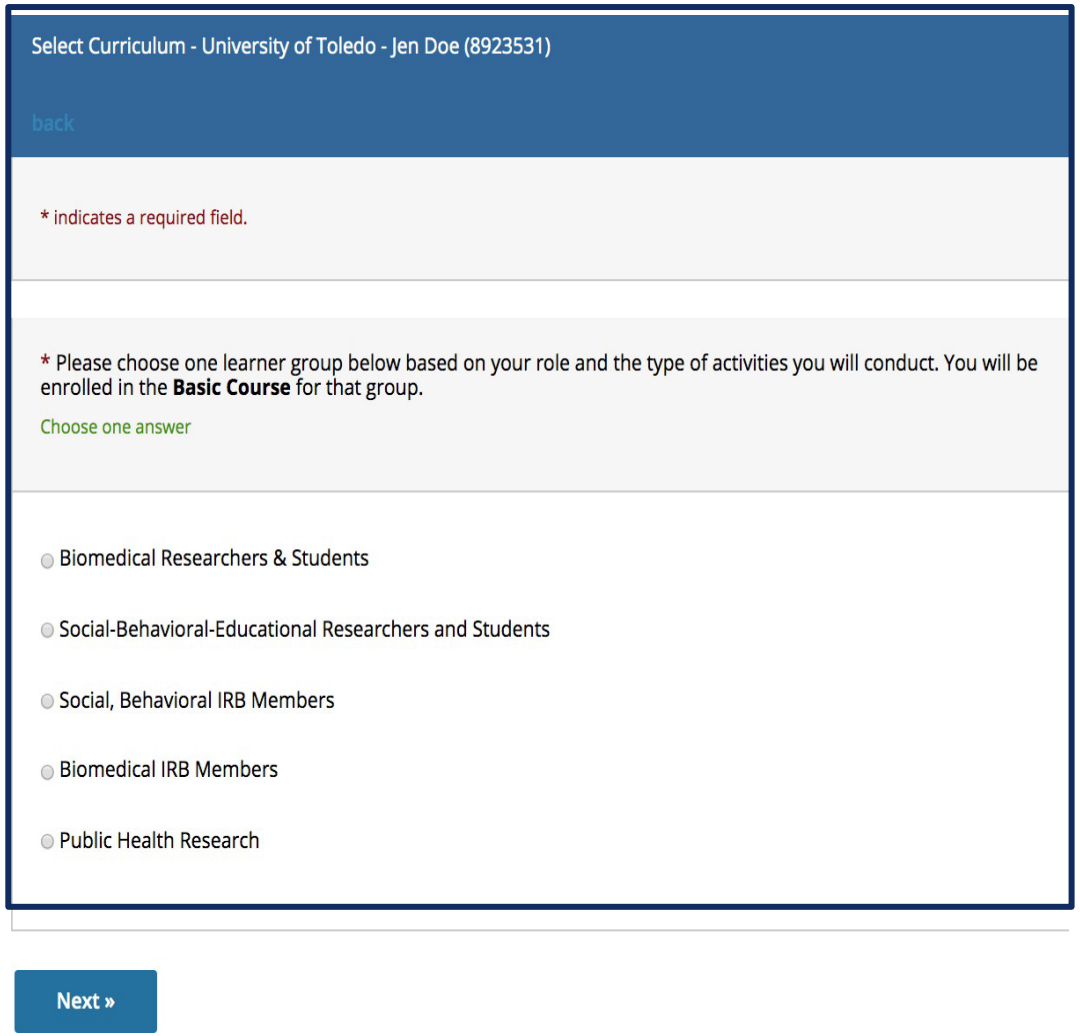
Human subjects (IRB) training

- Select your learner group
  - For most health science campus research, the correct course is Biomedical
  - For most main campus research, the correct course is Social-Behavioral-Educational Researchers and Students
  - Members of the Social, Behavioral, Education IRB need to take the Social, Behavioral IRB Members Course
  - Members of the Biomedical or Cancer IRB need to take the Biomedical IRB Members Course
  - Left click on the *Next* button



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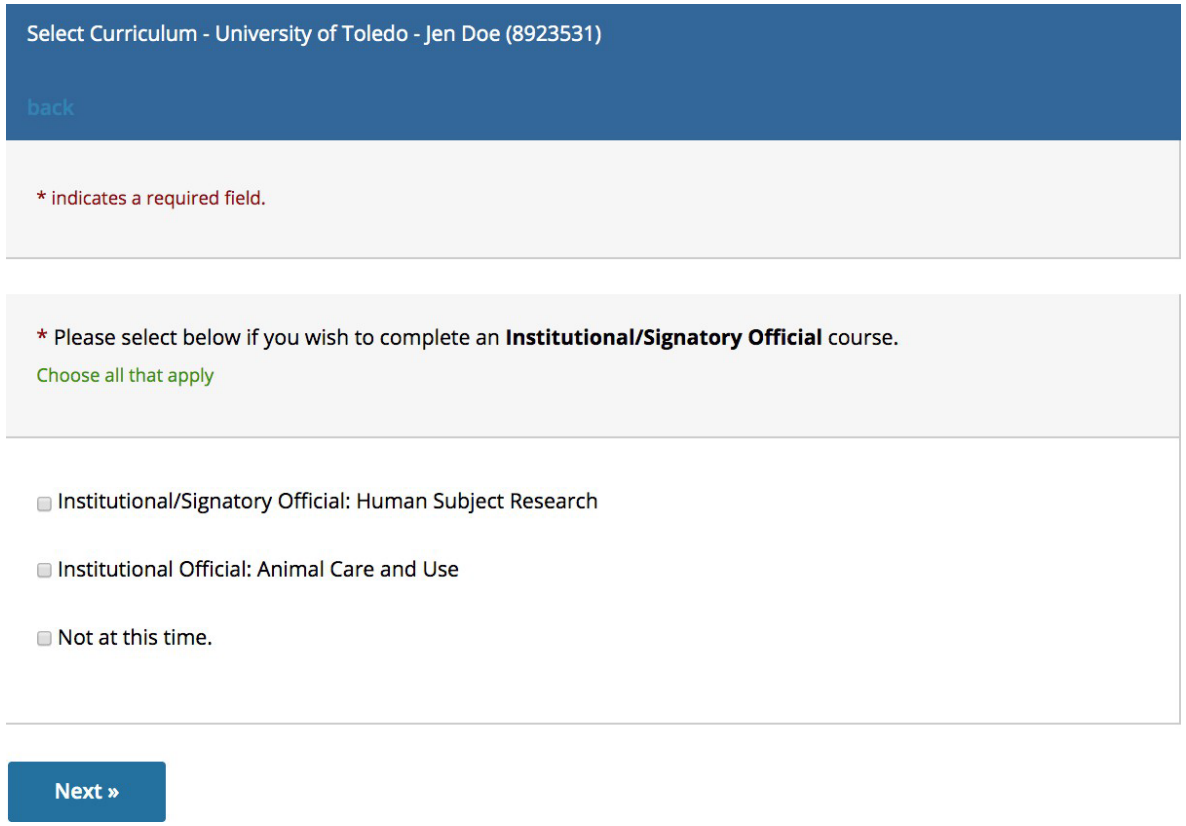
Human subjects (IRB) training

- Are you an institutional/signatory official for your research project?
  - If **YES**, select "Institutional/Signatory Official: Human Subject Research"
  - If **NO**, select "Not at This Time"
- Left click on the *Next* button



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Office of Research and Sponsored Programs

CONGRATULATIONS

Congratulations – you are finished! You have established your account and selected your training course.

This account is yours to use throughout your career. If you change institutions, this training moves with you. Just change your affiliation and populate your training. Then complete any modules required by your current institution.

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Frequently asked questions

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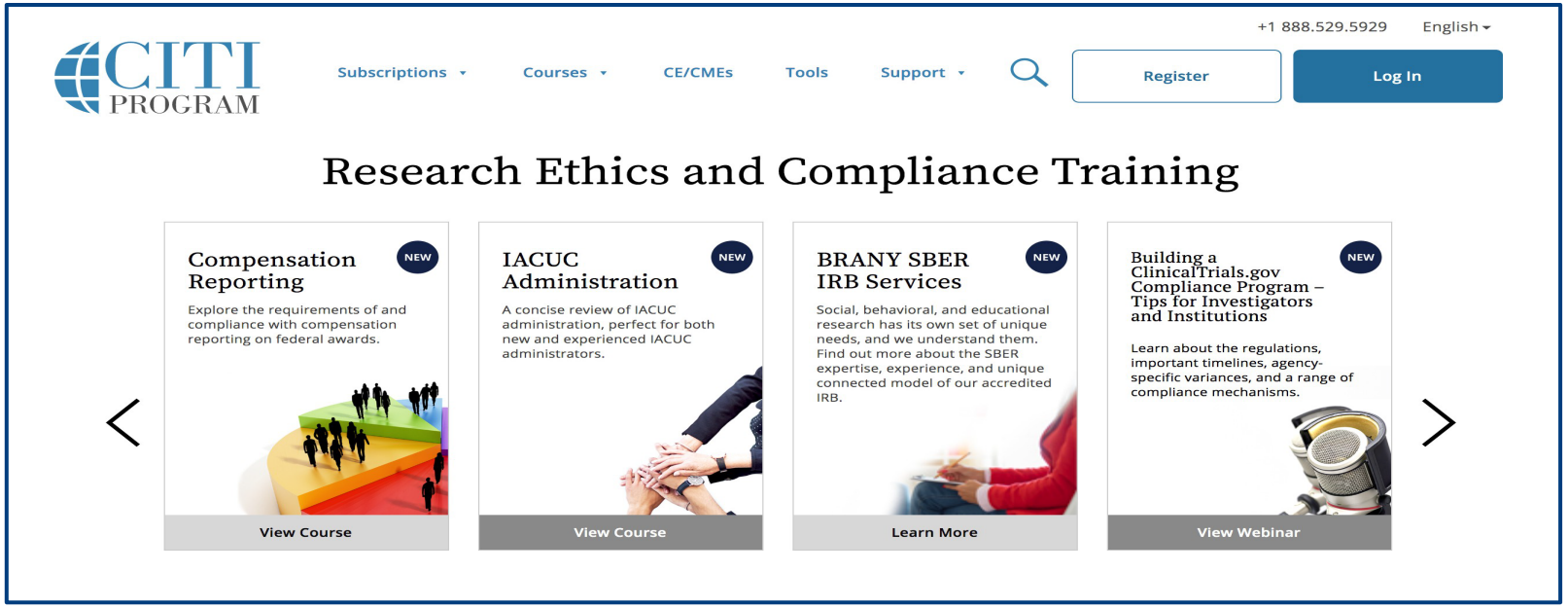
What if i have an account from another institution?



- Affiliate your existing account with UToledo. Do not set up a new account. This is how to do this.
- Log into your CITI Account

  www.citiprogram.org

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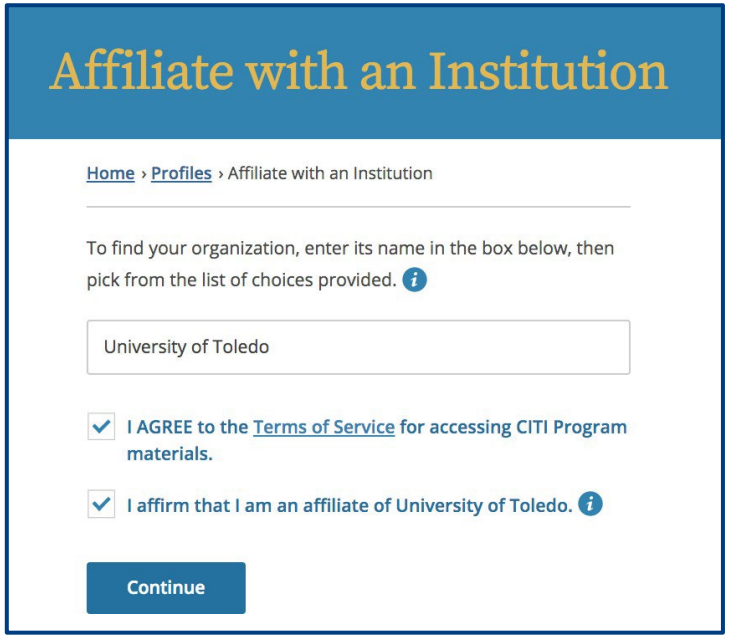
To affiliate an account with UToledo

- Left click the *Add Affiliation* button

- Enter *University of Toledo* in the box
- Agree to the *Terms of Service*
- Affirm that you are an affiliate with UToledo
- Left click on the *Continue* button



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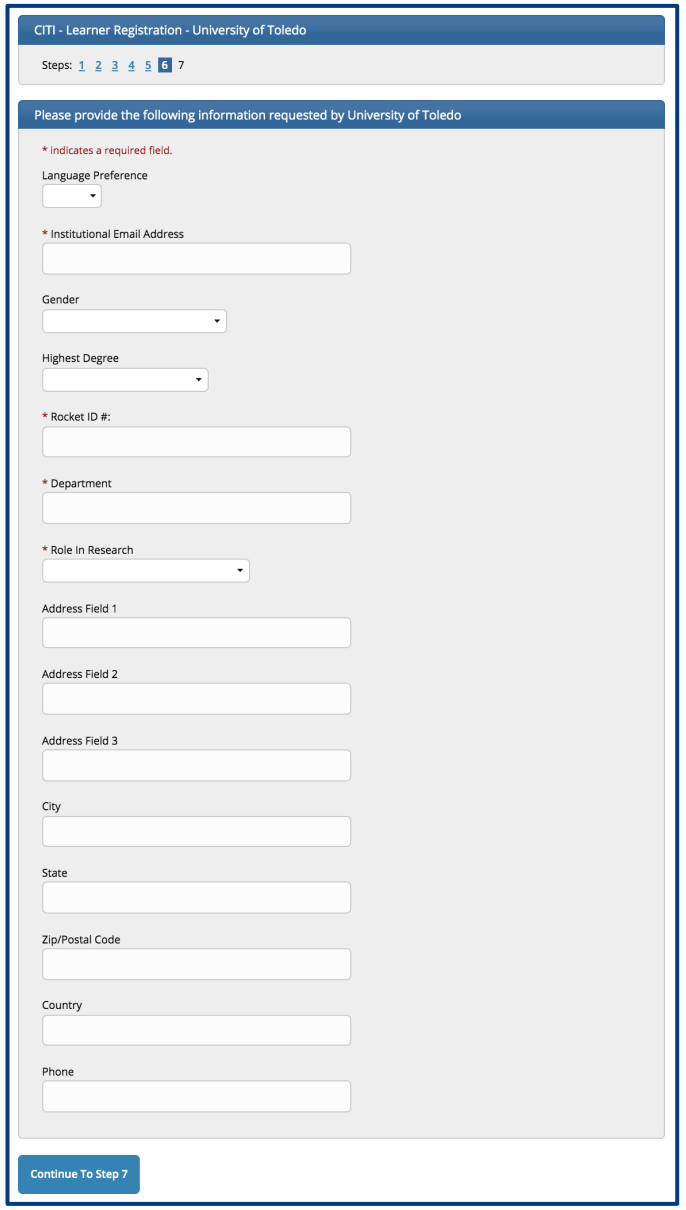
Update UToledo required information?

- Please complete the information required by The University of Toledo
  - Update your Institutional Email Address to your UToledo email
  - Rocket ID #: R########## (*make sure you include the R*)
  - Department
  - Role in Research (*Select from Drop Down*)

- Left click on the *Continue to Step 7* button



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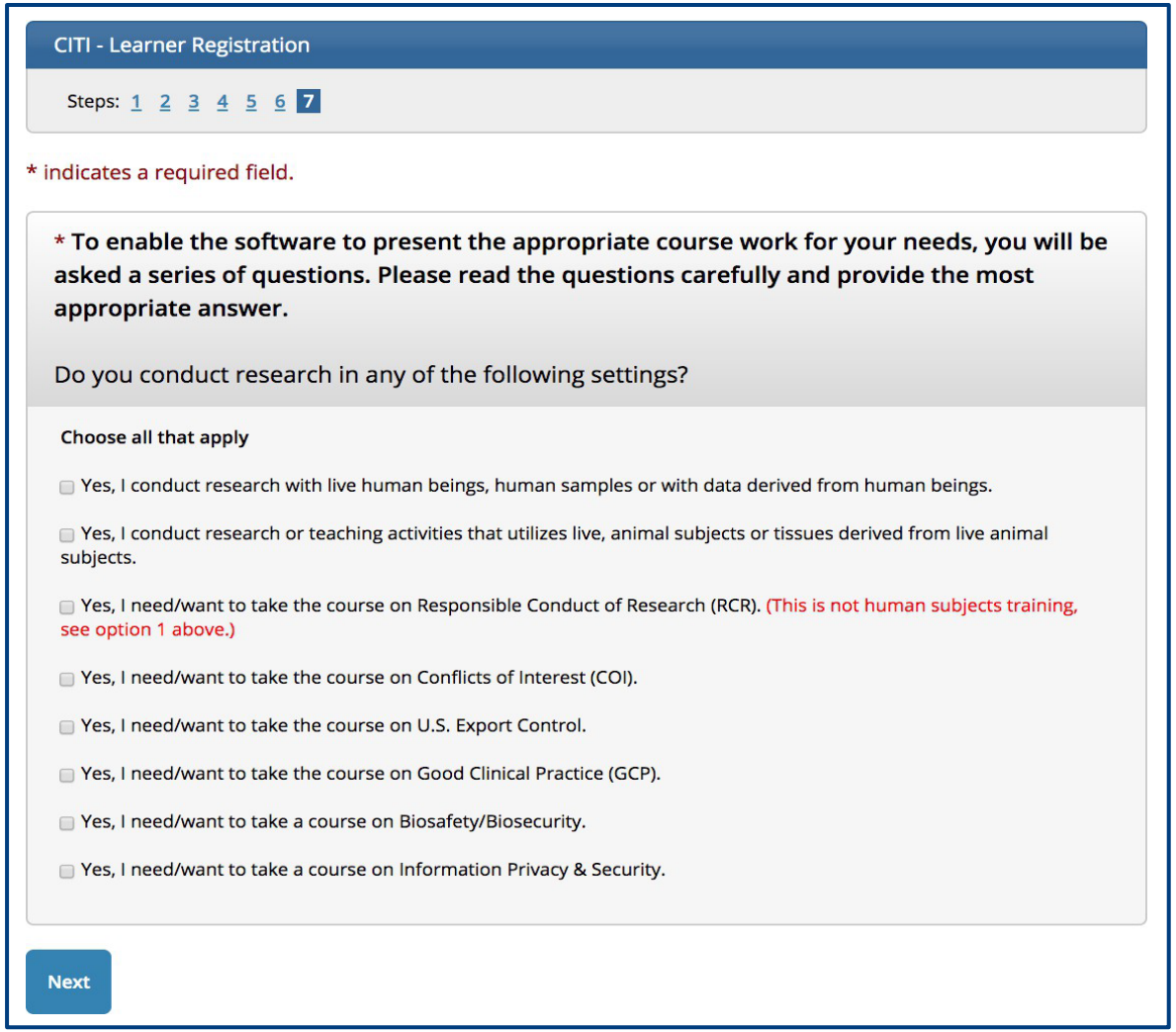
Select curriculum to populate courses taken

- Select the appropriate training needed
- Left click on the *Next* button
- Your completed modules will load into your account. Complete any modules required by UToledo. Training requirements differ between institutions and between research sponsors.



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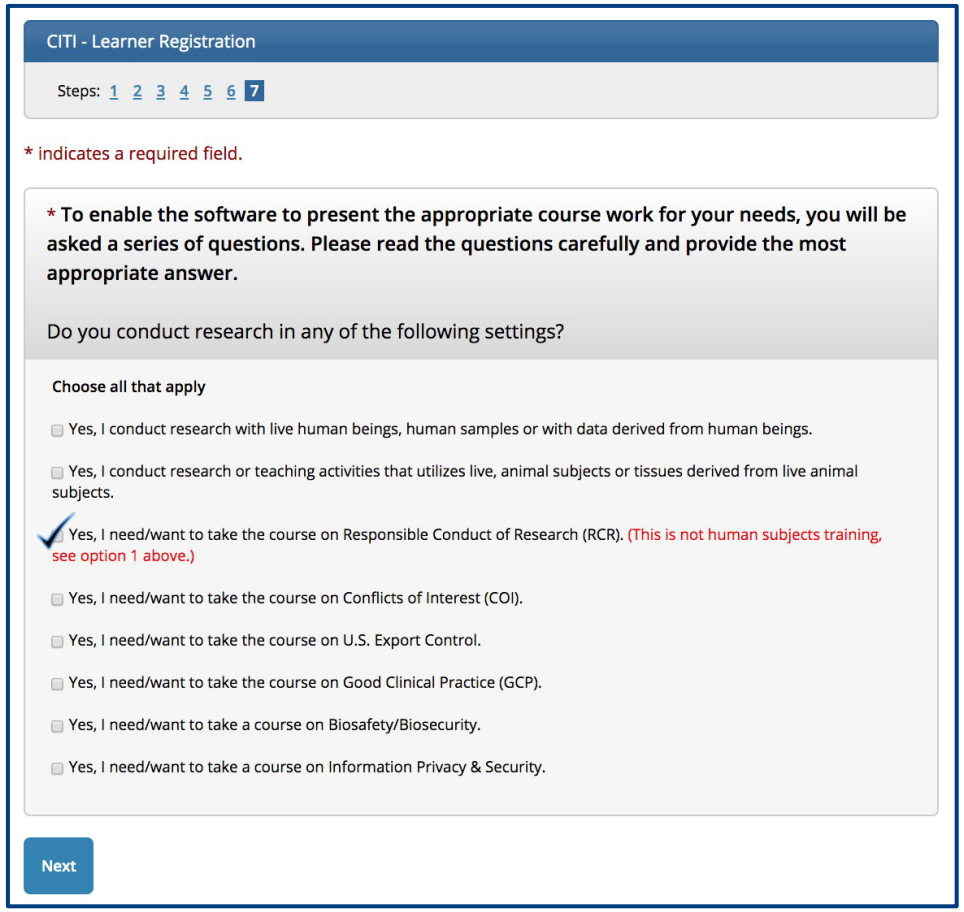
I received an email stating I need to take RCR training. Isn't this the IRB training I already took?

- The simple answer = No
- RCR training is Responsible Conduct of Research (RCR) training.
  - Once you select RCR training the next screen will give you four options of area of specialization. Select the one that is closest to your area of study or research.



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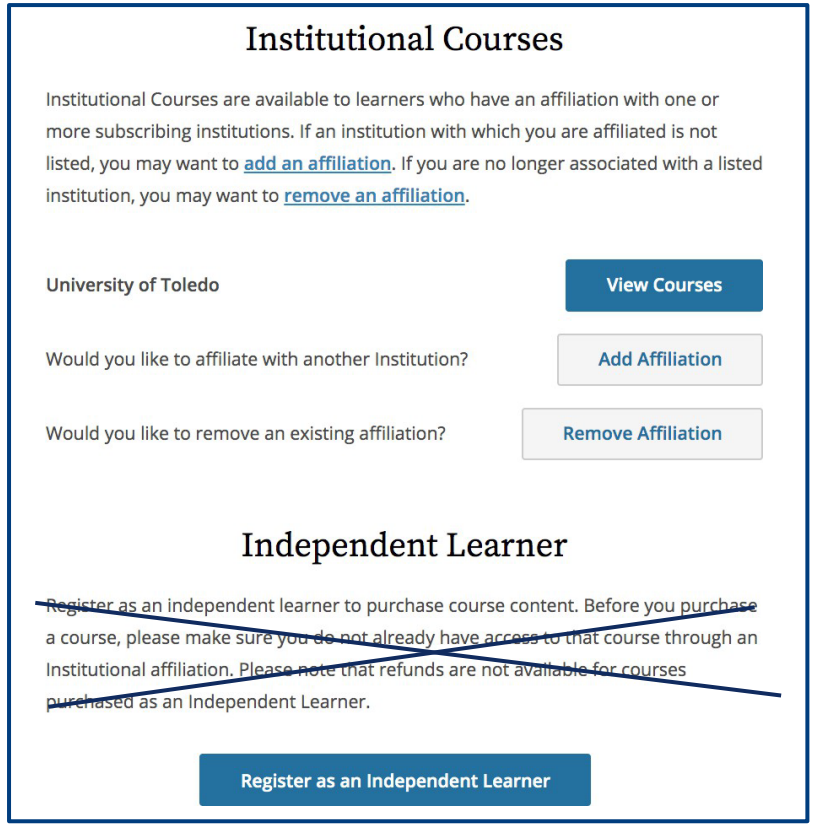
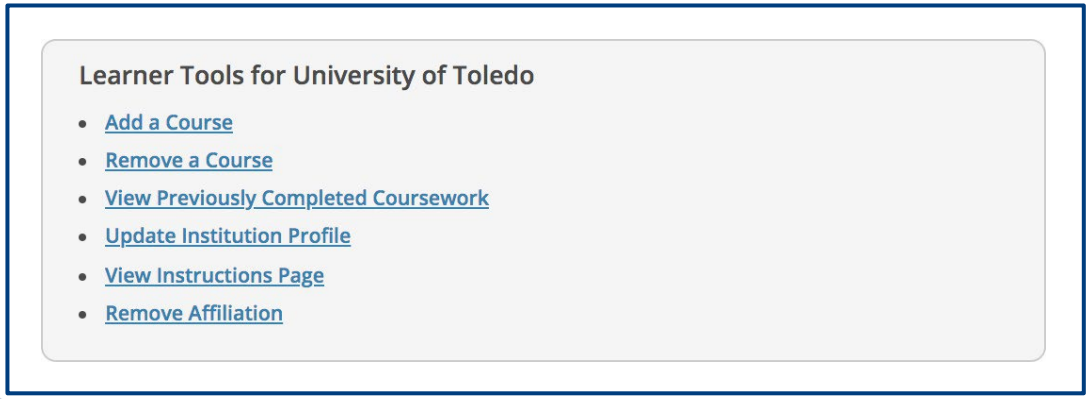
What if I selected the wrong course?

- Log into your CITI account. You will see this screen.
- Left click the *View Courses* button
- At the bottom of the screen you will see a box titled ***Learner Tools for University of Toledo.*** In that box, left click on *"Remove a Course"*





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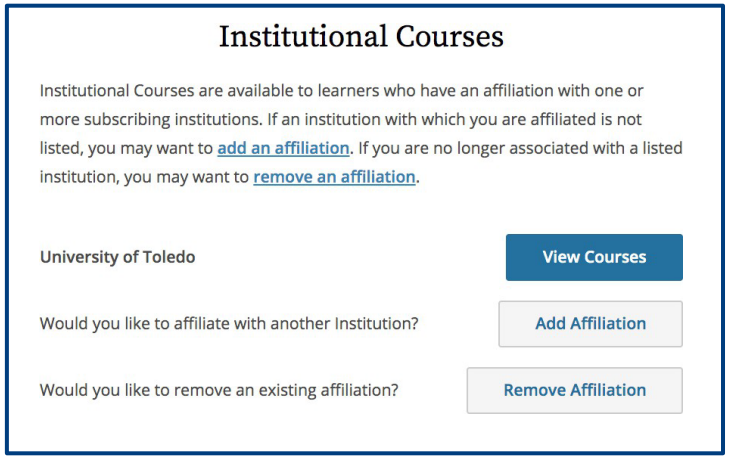

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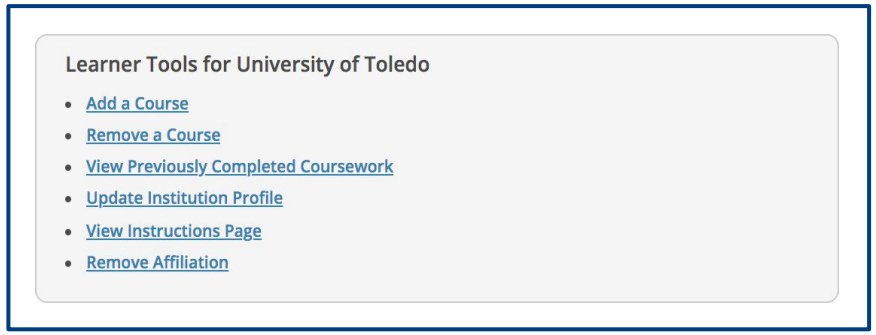

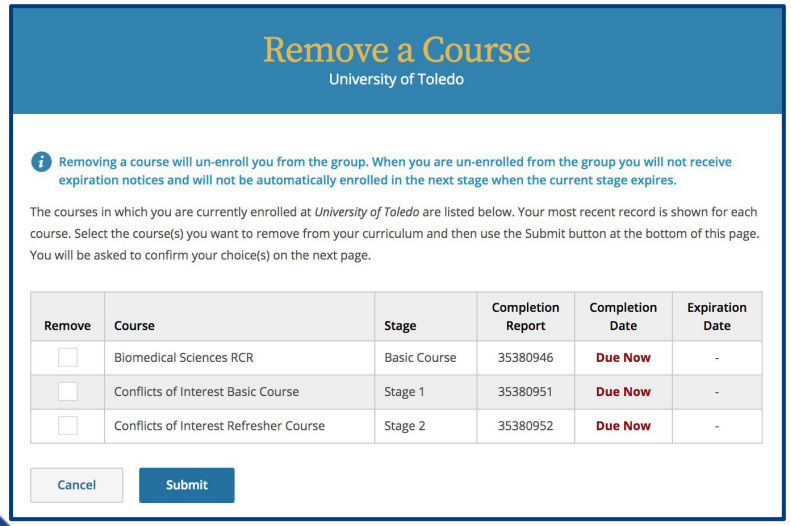

- Select the course or courses you would like to remove.
- Left click on the *Submit* button. The course is now removed from your account.
  - Once removed, any scores for the course are also deleted and cannot be retrieved.

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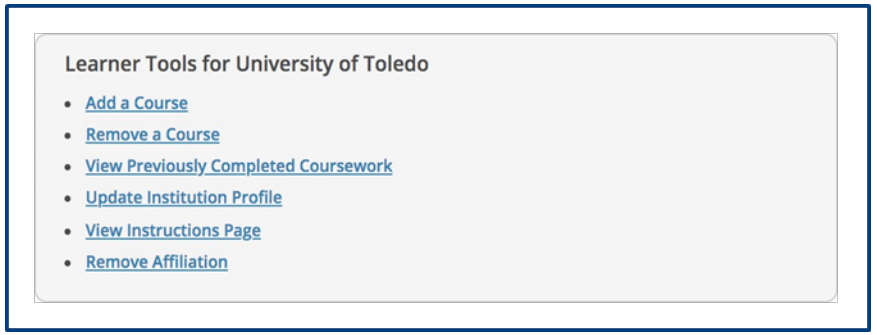
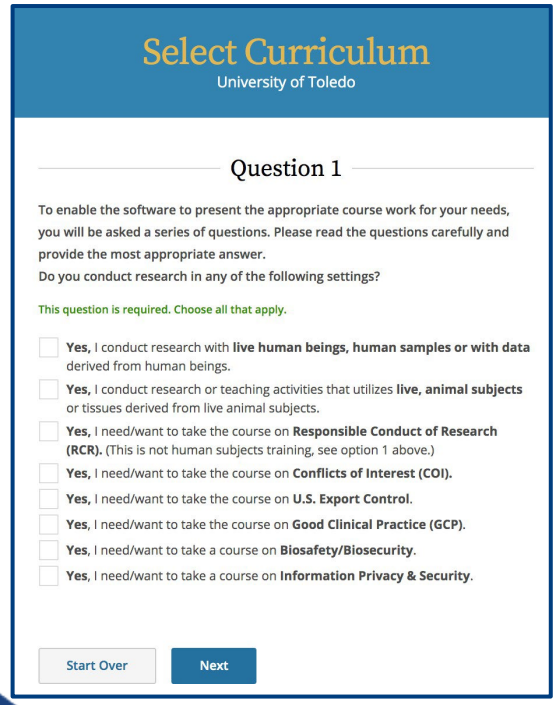
What if I need to add a course?

- Log into your CITI account. You will see this screen.
- Left click the *View Courses* button
- At the bottom of the screen you will see a box titled ***Learner Tools for University of Toledo.*** In that box, left click on "*Add a Course*"





- Select the course(s) you wish to add to your account.
- Left Click on the *Next* button
- Select "*Basic Course*" if this is your first time taking this course or "*Refresher Course*" if you have already completed and passed the Basic Course.
- Left Click on the *Next* button

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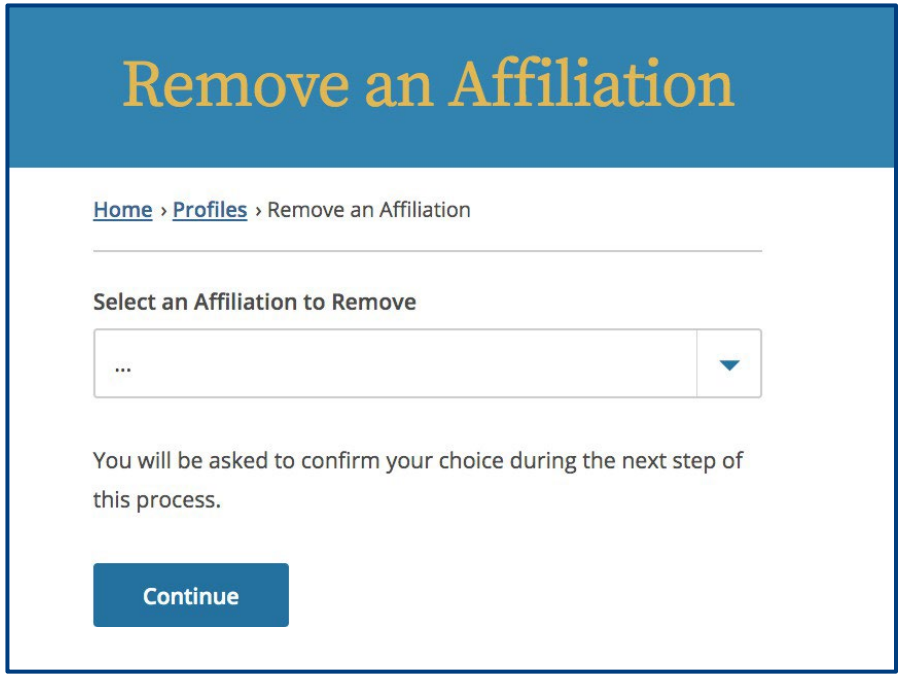
I am no longer at an institution and want to remove an affiliation.

- Log into your CITI account.
- Left click the *Remove Affiliation* button

- Use the dropdown screen and select the institution you would like to remove the affiliation.
- Left click on the *Continue* button



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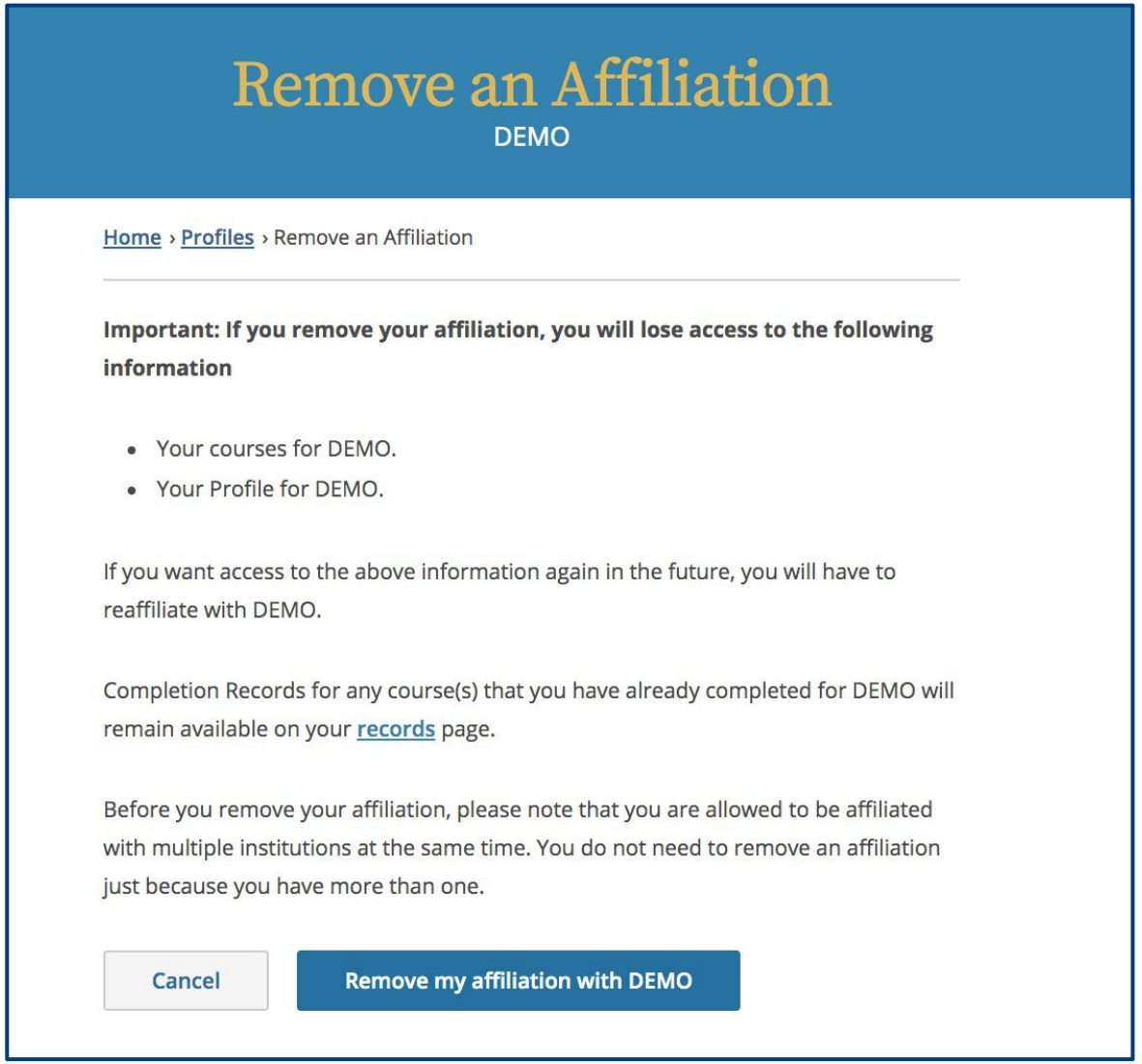
I am no longer at an institution and want to remove an affiliation.

- You will see this screen. The institution you are removing will appear in white and on the “Remove” button.
- It is NOT NECESSARY to remove affiliations. You can a be affiliated with more than one institution. The only reason to remove an institution is if you no longer want them to have access to your records.
- Be sure to affiliate with a new institution before removing one.
- If you are sure you want to do this, LEFT CLICK on the Remove button.



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Do I need to notify you when I have completed my course or send you a certificate?

- The quick answer is NO.

  CITI will send the Office of Research and Sponsored Programs an email the next morning notifying them of the courses you successfully completed the day before.
- IRB & IACUC Training
  The scores are automatically loaded into our IRB Manager system from CITI.
- Research Compliance Training
  The scores are entered by RSP personnel into the RSP database.

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I can't remember my username or password?

USER NAME

- Call Dawn Miller at 419.530.6171 or email RSPTraining@UToledo.edu and request your user name.

PASSWORD

- Call Dawn Miller at 419.530.6171 or email RSPTraining@UToledo.edu and request your account password be reset. You will receive an email from CITI with directions to establish a new password.

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For question regarding your CITI account, training access or proof of training.

UTOLEDO – CITI ADMINISTRATION

Dawn Miller, Executive Assistant, II
Office of Research & Sponsored Programs

Office: 419.530.6171
Email: RSPTraining@UToledo.edu

CITI SUPPORT

Support Group: 888.529.5929 | Monday – Friday 8:30 am – 7:30 pm ET

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THANK YOU

Dawn Miller, Executive Assistant II
Office of Research and Sponsored Programs
Phone: 419.530.6171
Email: RSPTraining@UToledo.edu

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