

**Creighton University Institutional Review Board**

# **How to: Add Courses to CITI Account**

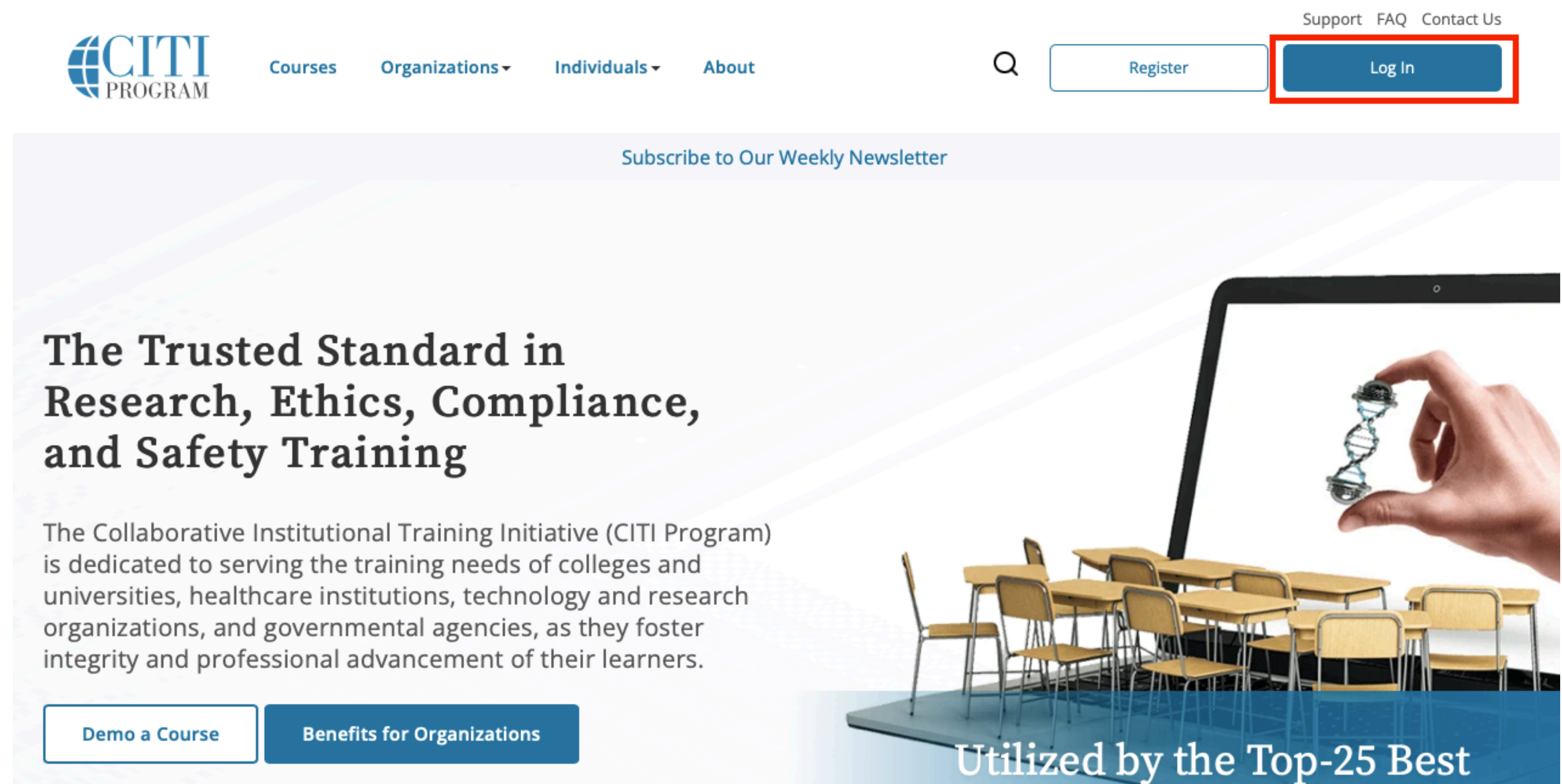
**Effective 2022 0721**

# Log In to Your Account

## [HTTPS://CITIPROGRAM.ORG](https://citiprogram.org)

1. Visit <https://citiprogram.org>
2. Click the 'Log In' button

**Note:** Have an account and forgot login information? Email [ResearchCompEd@creighton.edu](mailto:ResearchCompEd@creighton.edu)



The screenshot shows the CITI Program website. At the top right, there are links for "Support", "FAQ", and "Contact Us". Below these are two buttons: "Register" and "Log In". The "Log In" button is highlighted with a red border. The main content area features the CITI PROGRAM logo, navigation links for "Courses", "Organizations", "Individuals", and "About", and a search icon. A banner for "Subscribe to Our Weekly Newsletter" is visible. The main heading reads "The Trusted Standard in Research, Ethics, Compliance, and Safety Training". Below this is a paragraph describing the CITI Program's mission. At the bottom of the banner, there are two buttons: "Demo a Course" and "Benefits for Organizations". The text "Utilized by the Top-25 Best" is displayed at the bottom right of the banner.

Support FAQ Contact Us

CITI PROGRAM

Courses Organizations Individuals About

Register Log In

Subscribe to Our Weekly Newsletter

### The Trusted Standard in Research, Ethics, Compliance, and Safety Training

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

Demo a Course Benefits for Organizations

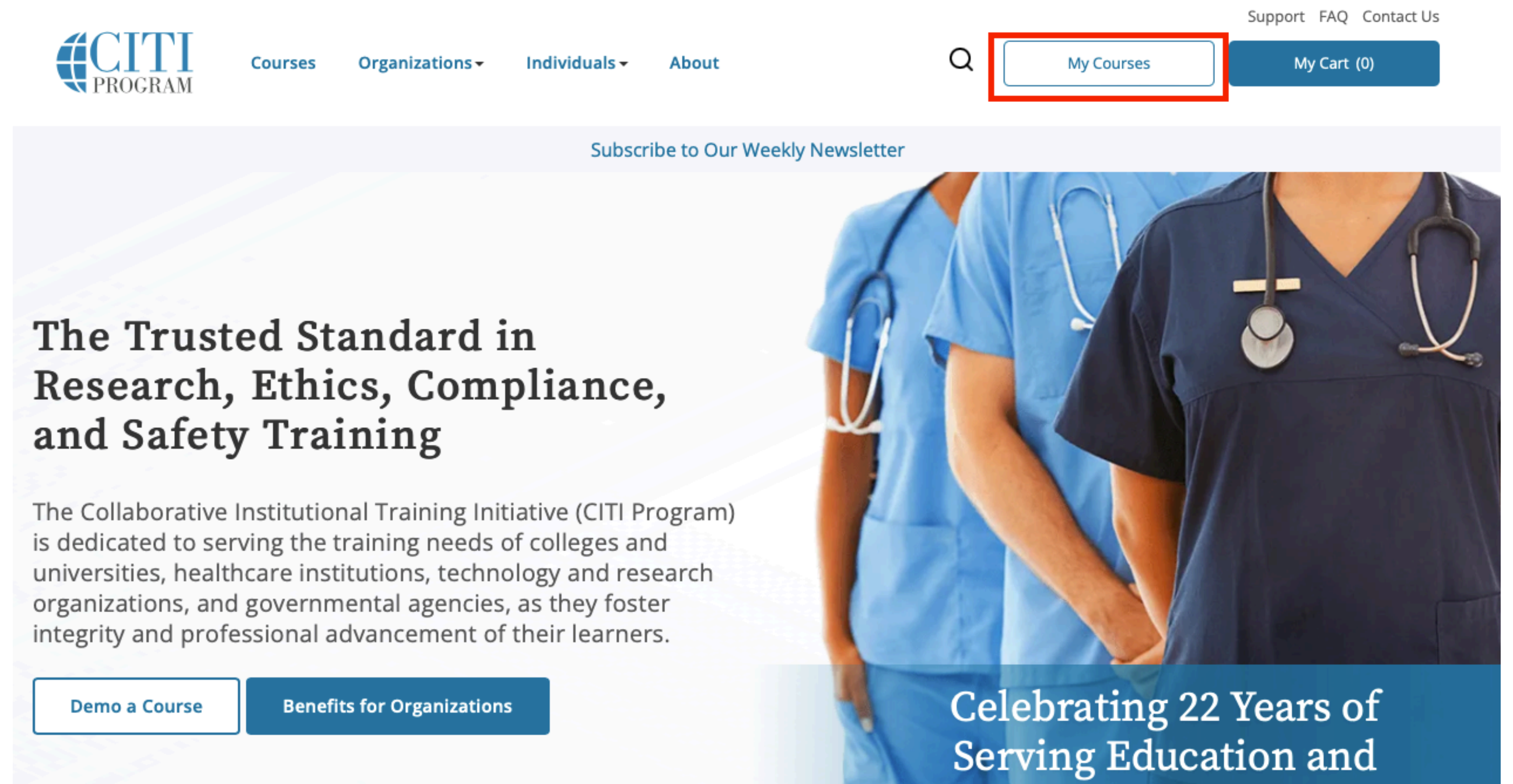
Utilized by the Top-25 Best



# Access Courses

## Access Your Course Dashboard

1. Click the 'My Courses' button



The screenshot shows the top navigation bar of the CITI Program website. The logo is on the left, followed by links for Courses, Organizations, Individuals, and About. On the right, there is a search icon, a 'My Courses' button (highlighted with a red box), and a 'My Cart (0)' button. Below the navigation bar is a banner for a newsletter subscription. The main content area features a large heading: 'The Trusted Standard in Research, Ethics, Compliance, and Safety Training'. Below this is a paragraph describing the CITI Program's mission. At the bottom of the main content area are two buttons: 'Demo a Course' and 'Benefits for Organizations'. On the right side of the banner, there is a blue box with the text 'Celebrating 22 Years of Serving Education and'.

Support FAQ Contact Us

CITI PROGRAM

Courses Organizations Individuals About

Q My Courses My Cart (0)

Subscribe to Our Weekly Newsletter

### The Trusted Standard in Research, Ethics, Compliance, and Safety Training

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Demo a Course Benefits for Organizations

Celebrating 22 Years of Serving Education and

# Access Your Courses

## Select Institution

1. Click the 'View Courses' button

### Institutional Courses

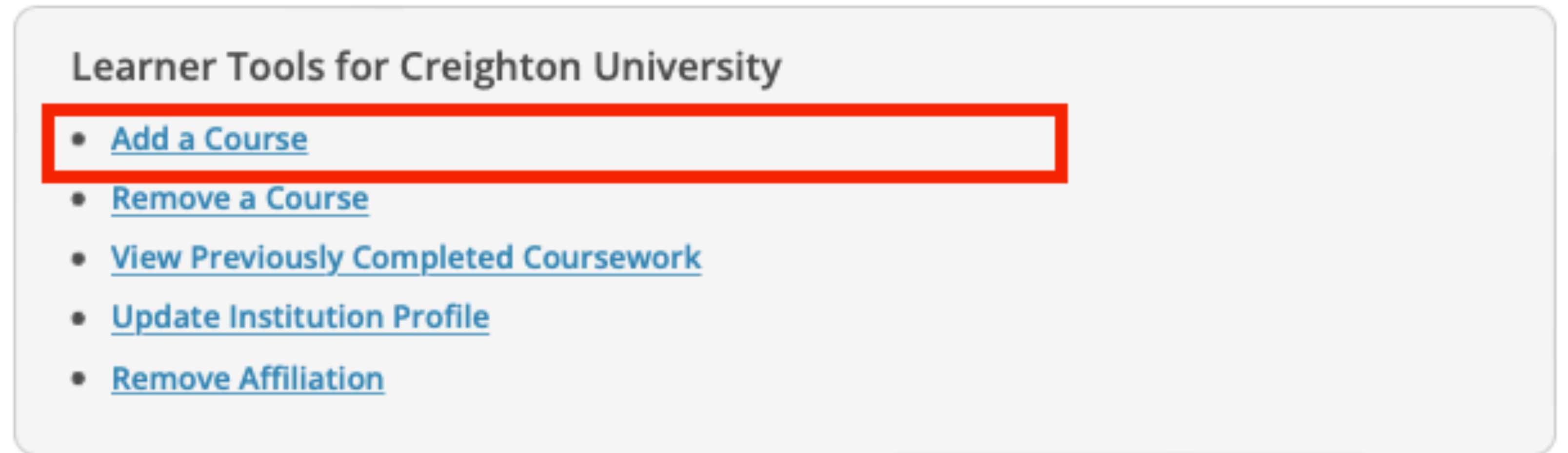
Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove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

Creighton University	<a href="#">View Courses</a>
Would you like to affiliate with another Institution?	<a href="#">Add Affiliation</a>
Would you like to remove an existing affiliation?	<a href="#">Remove Affiliation</a>

# Access Learner Tools

## Select Learner Tools

1. Click the 'Learner Tools' link **or** scroll to the bottom
2. Click 'Add a Course'





# Selecting CITI Training For Human Subjects Research

1. Check the last statement to select courses

## Question 1

\*PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.

This question is required. Choose all that apply.

- I will be involved in research with **human subjects (IRB)**.
- I will be involved in research or teaching activities that utilize **live animal subjects (IACUC)**.
- I am listed on an **IBC** project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more **Biosafety Courses**.
- I am one or more of the following and required to complete (RCR) CITI Responsible Conduct of Research Course; I have a class assignment to complete training and/ or I am involved in a research project.
- I am one or more of the following and required to complete **CITI (COI) Conflict of Interest**. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.
- COI Institutional Conflicts of Interest (COI-Basic)
- I am working in a Creighton University Laboratory and I need to take **Hazard Communication (GHS)**.
- I have previously completed CITI Training and need to select individual courses.

Start Over

Next

# Selecting CITI Training

## Consult 'HSR Requirements'

1. Check every applicable course based on the 'HSR Requirements' document for either **Biomedical** or **Social Behavioral** or **NHSR/QI** projects

Choose all that apply.

- GROUP 1 BIOMEDICAL RESEARCH**
- GROUP 1 BIOMEDICAL RESEARCH Refresher Course: **ONLY FOR THOSE WHO HAVE COMPLETED GROUP 1 BIOMEDICAL RESEARCH COURSE**
- GROUP 2 SOCIAL & BEHAVIORAL RESEARCH**
- GROUP 2 SOCIAL & BEHAVIORAL RESEARCH Refresher Course: **ONLY FOR THOSE WHO HAVE COMPLETED GROUP 1 BIOMEDICAL RESEARCH COURSE**
- CITI Responsible Conduct of Research Course**
- CITI Responsible Conduct of Research Course Refresher Course: **ONLY FOR THOSE WHO HAVE COMPLETED CITI Responsible Conduct of Research Course**
- CITI Health Information Privacy and Security (HIPS) for clinical investigators**
- Good Clinical Practice and ICH (GCP)**
- Good Clinical Practice and ICH (GCP) Refresher Course: **ONLY FOR THOSE WHO HAVE COMPLETED CITI Good Clinical Practice and ICH (GCP) Course**
- Conflict of Interest**
- Conflict of Interest Refresher Course: **ONLY FOR THOSE WHO HAVE COMPLETED CITI Conflict of Interest Basic Course**
- Wildlife Research
- Hazard Communication**
- Revised Common Rule
- Institutional/Signatory Official: Human Subjects Research
- Institutional Official: Animal Care and Use
- Working with the IACUC (Refresher)

Start Over

Next

# Questions?

## CITI and the IRB

### CITI Questions

- Compliance Office
- 402-280-3074
- [ResearchCompEd@creighton.edu](mailto:ResearchCompEd@creighton.edu)

### IRB Questions

- IRB Office
- 402-280-2126
- [IRB@creighton.edu](mailto:IRB@creighton.edu)

