

Completing CITI Training Courses for Research with Human Subjects
Faculty / Staff Researcher Instructions

If you **already have a CITI Program username from another University or Institution** you will need to log in and follow these instructions for adding/changing affiliations as well as transferring completions:

<https://support.citiprogram.org/s/article/how-to-add-change-your-affiliated-institution-or-transfer-completions>

If you have **never registered before** (you do not have a CITI Program username) please use the CITI Registration / Log In link on the [CUHSR webpage](#) and register for an account. Then you will proceed through the series of 7 steps listed below.

If you already have an Eastern CITI username, skip to the CUHSR Requirements and Additional CITI Courses sections below.

1. Step 1: Select Your Organizational Affiliation
 - a. Type and select Eastern Connecticut State University via the drop-down list and then check the boxes for to agree to the terms/conditions and you are affiliated with Eastern.
 - b. Click the box to continue to create your CITI program username/password.
2. Step 2: Personal Information
 - a. Name and email address are required.
 - b. Click the box to continue to Step 3.
3. Step 3: Create Your Username and Password
 - a. Create a username and password according to their requirements.
 - b. You are also required to choose a security question and provide an answer.
 - c. Click the box to continue to Step 4.
4. Step 4: Country of Residence
 - a. Select your country of residence by starting to type it in the box.
 - b. Click the box to continue to Step 5.
5. Step 5: Continuing education, etc.
 - a. Select yes/no for if you want the option to earn and pay for Continuing Education credits. (Note: you can change this option anytime in your account)
 - b. If you select yes, you must also choose the type of credit you would like to earn.
 - c. Select yes/no for the question on if CITI can contact you for participation in research surveys.
 - d. Select yes/no for the question on if CITI can contact you with marketing information.
 - e. Click the box to continue to Step 6.
6. Step 6: Information Requested from Eastern
 - a. The three required fields are 1) email address, 2) department, and 3) role in research (this you choose from the drop-down menu).
 - b. You may complete as much of the remaining fields as you want.

- c. Click the box to continue to Step 7.
7. Step 7: Select Curriculum
 - a. Question 1: select Social & Behavioral Research Investigators unless you will be conducting biomedical research with human subjects. In that case, you will need to select Biomedical Research Investigators.
 - b. Question 2: leave blank
 - c. Question 3: select not at this time
 - d. Question 4: select I am not required to complete the IPS course at this time
 - e. Question 5: select not at this time
 - f. Question 6: select no
 - g. Question 7: only complete if you are working with animals
 - h. Question 8: select not at this time
 - i. Click the box to complete registration.
8. Once you create your account, you will be able to access the course you selected in the above steps. Please see the additional information below about taking additional courses and accessing documentation of completed courses.

CUHSR Requirements

1. CUHSR requires investigators who will be primarily conducting social, behavioral, or educational research with human subjects to complete the Social & Behavioral Research Investigators course.
 - a. Note there are 15 required modules in this course. You must receive an overall score of at least 80% on these modules.
 - b. There are also 40 optional modules you can choose to complete.
2. CUHSR requires investigators who will be primarily conducting biomedical research with human subjects to complete the Biomedical Research Investigators course.
 - a. Note: there are 14 required modules in this course and then you choose 1 of 2 elective modules. You must achieve an overall score of at least 80% on these modules.
 - b. There are also 43 supplemental modules you can choose to complete.
3. Once you have completed a course, there will be an option to print and save a copy of your certificate. You will also receive an email confirmation of your completion with links to your 1) completion report and 2) completion certificate. You can also access reports, certificates, and course information by clicking the main menu Records anytime you are logged in. The CUHSR will require you to submit a copy of your current completion certificate with your Protocol Application. Note that these certificates expire after three years. The CUHSR does not need a copy of your completion report.

Additional CITI courses

1. With Eastern's subscription, you have access to all the courses that were originally listed in Step 7 (Select Curriculum) of the registration process. If you wish to take additional courses, click on Courses on the main menu.
2. Under the Institutional Courses heading, click either the linked title Eastern Connecticut State University or the box that states View Courses.

3. This will show any active courses you have (i.e., courses you have started but not completed), courses ready to begin (i.e., courses not started), and completed courses.
4. At the bottom of this screen there is a box titled Learner Tools for Eastern Connecticut State University. In this box you can do the following:
 - a. Add a course: this will bring up the 8 questions from Step 7 of the registration process so you can select which courses you would like to take.
 - b. Remove a course: if you enrolled in a course you no longer want to take. You will need to select which course you want to remove from a list once you click this option.
 - c. View previously completed coursework: this will list all your coursework, the passing score required, your score, start date, completion date, expiration date, gradebook, and completion record. NOTE: this is the same information you are able to access by clicking the main menu for Records.
 - i. If you click on view-print-share your completion record, you will be given the option to view/print or copy link to both your 1) completion report and 2) completion certificate.
 - d. Update institutional profile: this is the information you originally entered in Step 6 of registration.
 - e. Remove affiliation: this is if you move to a different university or institution and need to change your affiliation.