

Instructions for Completing Human Subjects Research CITI Training

1. Go to www.citiprogram.org. (PLEASE BE SURE you type in **.org** and not **.com**)
2. On the top right hand side of the page, click on **Register**.
3. **Step 1 Page** -CITI-Learner Registration. Begin typing in **Fordham University under the Select Your Organization Affiliation and Fordham University will appear as a selection.**
Then click **Continue to Step 2 directly under** the “Select Your Organization Affiliation” box.
4. **Step 2 page** – Fill in the required personal information.
Click **Continue to Step 3**.
5. **Step 3 page** – Create a User Name and Password.
Click on Continue to Step 4.
6. **Step 4 page**- Fill in Gender, Ethnicity and Race information.
Click Continue on to Step 5.
7. **Step 5 page** – Indicate if you are interested in the option of receiving Continuing Education Unit credit. This may or may not be applicable to you. More information is available under the “Course List” link under the “CE Credits” tab on login page.
Indicate if CITI can contact you at a later date regarding participation in research surveys.
Click **Continue on to Step 6.**
8. **Step 6 page** – Complete the required information about Language Preference, Institutional email address, Gender, Highest Degree, Role in Human Subjects research , Office phone and which course you plan to take? (*Please note, you may choose which course you plan to take but can take multiple or all of the courses once an account is created for you*).
If this is your first time taking the CITI course, you should choose one of the Basic Human Subjects Option. If you have already taken a Basic Human Subjects Course and it has expired, you should choose a Refresher Course option.
Click Continue to Step 7.
9. **Step 7 page** – Select Curriculum.

Question #1 – Please select the course in which you wish to complete; This will depend on which category you fall into.

- **Undergraduate researchers and their Advisors:** Please select the course “**Students conducting no more than minimal risk research.**” (Which will appear on your course roster as “**Undergraduate Students.**”

- **Graduate students, Faculty, and Staff:** Please select the *“Social & Behavioral Research Investigators Course or the Biomedical Research Investigators”* Course.
- **Individuals only working with data or laboratory specimens may take the following course instead of the Social & Behavioral Research or Biomedical Research Courses:** Please select the course titled *“Research with data or laboratory specimens- ONLY: No direct contact with Human subjects.”*
- If you have already completed the Basic Course and it has expired or you wish to “refresh your memory” than you should choose the **“I have completed the Basic Course”** option.

Question#2 – If you have selected **“I have completed the Basic Course”** in question #1, then choose the refresher course you will be taking.

Questions #3 and#4 are optional and not a requirement for IRB purposes.

Question #5 – The Conflicts of Interest course is also optional but many researchers find the information very helpful for their research. Please note this question must be answered to continue on.

Question # 6- is optional.

Question # 7 – is optional.

10. Click **Complete Registration** and then **Finalize Registration** on the next page.

The course(s) you have chosen should now appear on the next page. You may click on a course and begin the modules.

Additional Notes:

If you would like to take additional course(s) in the future, you can click “Add a Course or Update Learner Groups” and choose the additional course(s) you wish to take.

You do not have to complete the course in one sitting. You can complete a module or more at a time and sign out and re-sign in to continue completing the coursework.

Once you have completed all of the modules in a course, you will see a completion certificate which you can download and save for your own records. Mentor IRB is synced with the CITI program and will automatically upload your CITI completion certificate.

Course completions are good for **four years**. After that, you will need to take a refresher course. Your expiration date is indicated on your completion certificate or by logging into CITI under your account.

Please contact the IRB Staff at IRB@fordham.edu if you have any questions.