Instructions: How to Access CITI Program Training: Human Subjects/Social Science Modules

STEP 1: Access the CITI Website: www.citiprogram.org

STEP 2: Select “Register” to create an account. If you already have an account, enter your Username and Password and skip to STEP 10 of this document. MSU staff, faculty, and students should register for individual accounts.

STEP 3: Enter “Montana State University” in the “Search for organization” box and then select “Continue”

STEP 4: Enter your personal information. *Be sure to enter your information. Do not use address, phone, or email information belonging to your advisor, PI, or department. Anything other than your personal information invalidates the training and may be considered research misconduct.* Continue to the next step.

STEP 5: Create your Username and Password. Continue to the next step.
STEP 6: Enter gender, ethnicity, and race information (you can choose not to disclose).

You should select the course that you plan to take at the bottom of Step 6. You can adjust this later once you are enrolled.

- “Basic Human Subjects – Social & Behavioral Focus”
- “Basic Human Subjects – Biomedical & Social & Behavioral Focus”
- “Basic Human Subjects – Biomedical Basic Human Subjects”
- “Refresher Course – Social & Behavioral Research”
STEP 7: Continue responding to questions associated with Learner Registration regarding Continuing Education (you probably will not be apply for CE credits).

STEP 8: CITI Course Enrollment Procedure. Select all the training you need to complete. **Question 2 contains Human Subjects Research courses.** This can be adjusted later.

- Faculty and staff should choose “Social and Behavioral Research Investigators/Faculty.”
- Students should choose “Students” or may choose to take more modules under the faculty category.
- Committee Members should choose “IRB Members.”

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### Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer:

- **Biomedical Research Investigators/Faculty**: Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Biomedical research with human subjects.

- **Social and Behavioral Research Investigators/Faculty**: Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Social and Behavioral research with human subjects.

- **IRB Members**: This Basic Course is appropriate for IRB or Ethics Committee members.

- **Students: Students - Class projects Group**: This course is appropriate for students doing class projects that qualify as “No More Than Minimal Risk” human subjects research.

- **Data or Specimens Only Research Investigators**: No direct contact with human subjects.

- I do not want to take a Human Subjects Research course at this time.
**STEP 9:** Select “Finalize registration” and begin your training.

**STEP 10:** If you have previously registered with CITI, you will be directed to the screen below after logging in. To add modules relevant to Human Subjects, choose “Add a Course or Update Learner Group.” Once selected, you will be directed to the page in **STEP 7** above.