

## Cititraining Instructions for Human Subjects Training

Here are the step by step directions to access and register for the online course:

Go to [www.citiprogram.org](http://www.citiprogram.org): <<http://www.citiprogram.org>>

- Click on “Register Here”
- Under #1 “Select your institution or organization” go under “participating institutions” and select **Montana State University** from the dropdown list (about 1/2 way down the list)
- Under #2 “Select your username and password” enter a username and password and verify the password (put it in again). Write down your username and password as you may need them later.
- Under #3 “Enter your name,” enter your first and last name
- Under #4 “Enter your e-mail address,” enter your preferred email and verify your email (put it in again)
- Click on **Submit**
- Now you come to a page that says “Please provide the following information requested by Montana State University. Required fields are marked with an asterisk (\*).”
  - Fill in the information as requested. This includes: institutional e-mail address (this is your e-mail address), gender, highest degree, role in human subjects research (select whatever fits best with what you are doing with CNHP), and office phone
  - For the question “which course do you plan to take,” select “**Basic Human Subjects- Social and Behavioral focus**”
  - Click on **submit**
- The next page says “select curriculum – Montana State University”
  - You can skip question #1 “Laboratory Animal Welfare”
  - Under #2, select “**Social and Behavioral Research Investigators/Faculty**”
  - Under #3, select “**Social and Behavioral Responsible Conduct of Research Course**”
  - Click on **submit**
- Next is a page that says “select your institution or organization” – it should state that you have registered with Montana State University
  - Select **no**
- Next is a page that says “main menu”
  - Under “my courses” and “status” select “**enter**”
- Next is a page that says “social and behavioral research – basic/refresher gradebook”
  - Select “**the integrity assurance statement**” – this is basically stating that it is you and not someone else taking the course
  - Next is the assurance statement – **select the first bullet** – that you are the person listed above and will complete the training with integrity
  - Click on **submit**
- Now you will get to the actual modules – there will be nine. You do not have to complete all nine at once – you can use your username and password to come back later.