CITI Training

The guide below will show you, step-by-step, how to register and sign up for courses required by Illinois State University for human subjects research in the CITI program.

1. Go to www.citiprogram.org and Click on the 'Register' box in the top right corner of the screen.
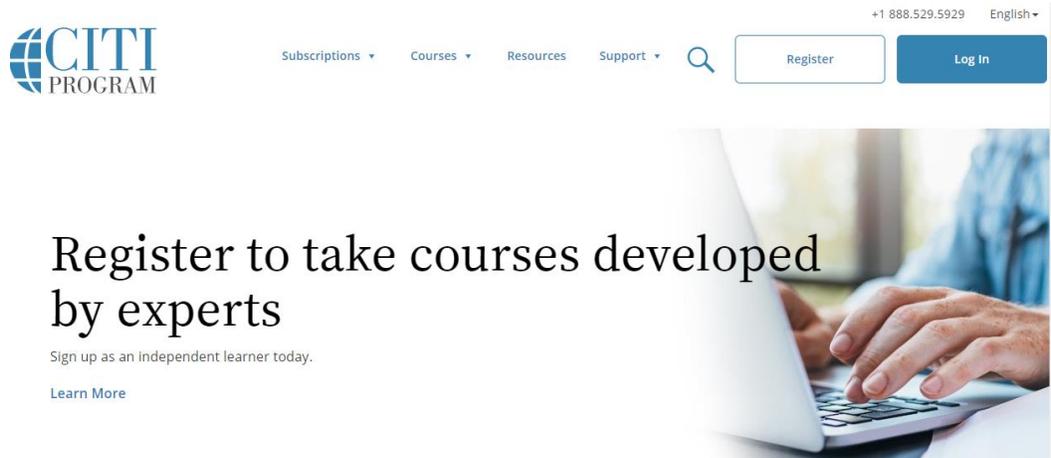
2. Type in Illinois State University in the 'Search for Organization' box and then click 'I AGREE to the terms of service....' and the "I affirm" statement and then click 'Continue to create your CITI Program Username/Password'.

3. Enter your name and your ISU email address. You can include a secondary email address, but this is not required. Next, click on 'Continue to Step 3'.

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

4. Create a username and password. Identify a security question and then click on 'Continue to Step 4'.

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

Continue To Step 4

5. Enter your country of residence, then click 'Continue to Step 5'.

6. You will be asked a series of questions about Continuing Education Units (CEUs) which are used for professional development. If you are taking this CITI course for a research project or ISU coursework, select "no" and click 'Continue to Step 6'.

7. Please answer all required questions asked by CITI (those marked with a *). Be sure to use your ISU email address for your 'Institutional Email Address' if you have one. Once you have answered all required questions, click 'Continue to Step 7'.

Please provide the following information requested by Illinois State University

* indicates a required field.

Language Preference

[▾]

* Institutional Email Address

[   ]

* Gender

[▾]

* Highest Degree

[▾]

Employee Number

[   ]

Department

[   ]

* Role In Research

[▾]

Address Field 1

[   ]

You will also need to indicate what course you plan to take. Select "Basic Human Subjects – Social & Behavioral Focus."

8. Next you will be asked which Curriculum you are interested in taking. For Question 1, select the second option (Educational, Social, and Behavioral research with human subjects) if you are faculty or staff. A student conducting research considered "no more than minimal risk"research can complete the shorter "Students conducting no more than minimal risk research" course. Make sure that you select one of the options in Question 1 since they cover BASIC information. Do not sign up for Refresher courses under Question 2. For the remaining questions covering additional course subjects, select "not at this time" or skip them if that is not a choice. At the end, click on the "Complete Registration" button to continue.

* Question 1

Human Subjects Research Training

Basic Courses in the Protection of Human Subjects
Select the learner group that most appropriately describes your research activities. You will be enrolled in the Basic Course(s) for that group.

Choose one answer

○ Biomedical Research with human subjects
○ Educational, Social, and Behavioral research with human subjects
○ Data or specimens-only research (no interaction with human subjects)
● Students conducting no more than minimal risk research
○ Institutional Review Board (IRB) members
○ None of the above, I am interested in other CITI training courses

9. Click on Finalize Registration.

English ▾

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Illinois State University is complete.

Finalize Registration

10. To begin your selected course, click on the "View Courses" button.

Your registration has been completed successfully.

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.

Illinois State University — **View Courses**

Would you like to affiliate with another Institution? — **Add Affiliation**

Would you like to remove an existing affiliation? — **Remove Affiliation**

11. Click the "Start Now" button next to the course you would like to begin. For those taking the full course, please note that the "Social/Behavioral research" course is the same as the "Educational, Social, and Behavioral research with human subjects" course. Those taking the "Students conducting no more than minimal risk research" course should follow these same instructions, but there will only be three modules to complete.

Show Courses for: Illinois State University ▼ | Institution List

Illinois State University

Active Courses
Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin
Learner Tools

Illinois State University
Social/Behavioral Research Course
Stage 1 - Basic Course

0 / 17 modules completed

Start Now

12. You will need to complete each of the training modules assigned under the course. Before you begin, you will need to complete the "Assurance Statement".

13. If you have any problems with completing the modules, feel free to contact Research Ethics and Compliance at (rec@ilstu.edu or 309 438-5527).

14. If your instructor requires a completion report, you can download, print or share them after the course is complete.