

# CITI Training and Registration Instructions

## Before You Begin:

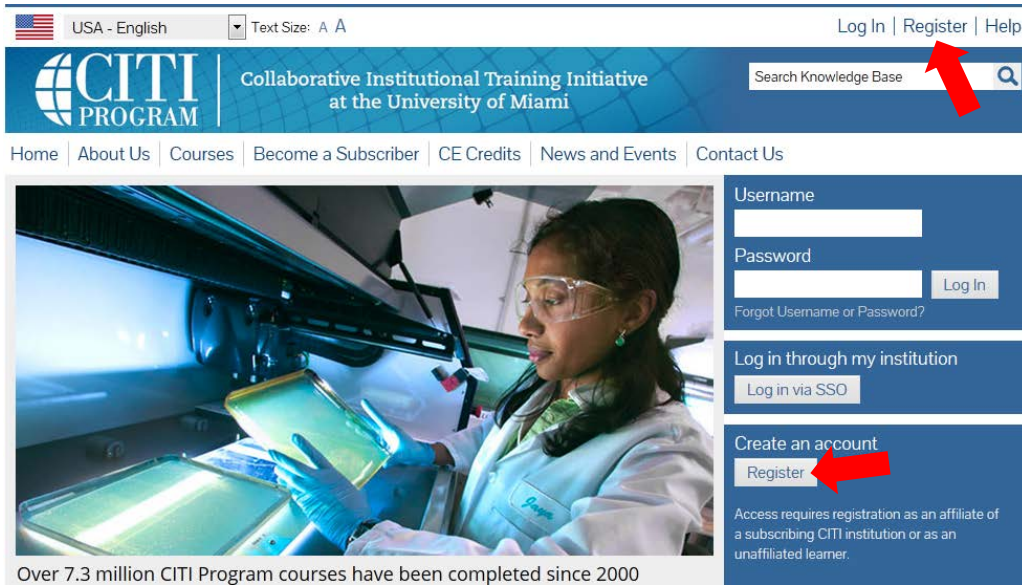
- **Know which curriculum and course you need to complete.** The **Social & Behavioral Research Investigators** training listed under Question 1 – Human Subjects Research is the **ONLY** training that will satisfy the UTK IRB's requirements. NOTE: Responsible Conduct of Research (RCR) training **DOES NOT** fulfill the UTK IRB's training requirements.
- Record your username and password. If you forget your username or password, contact **CITI**. UTK does not maintain, nor has access to, your CITI account.
- You do not need to complete the entire Course in one session. Re-enter as often as you like, using your username and password, to complete the training.
- The CITI site has been **tested and verified to work on these browser/operating system combinations**. Many other browsers not listed below are fully compatible with the CITI website, but not all of those are tested to the extent as those identified below.
  - Internet Explorer 8 and up on Windows XP and up
  - Current version of Chrome on Windows XP and up/Current version Apple OS X
  - Current version of Firefox on Windows XP and up/Current version Apple OS X
  - Current version of Safari on Current version Apple OS X

## Select one of the options below:

**I do not have a CITI account**

**I already have a CITI account**


Go to the [Collaborative Institutional Training Initiative \(CITI\) website](#).  
Click “Register” to create an account then complete Steps 1-7.



The screenshot shows the CITI Program website header with navigation links (Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Contact Us) and a search bar. A red arrow points to the 'Register' link in the top right. Below the header is a large image of a scientist in a lab coat and safety glasses working with a glowing green sample. To the right of the image is a login form with fields for Username and Password, a 'Log In' button, and a 'Forgot Username or Password?' link. Below the login form is a 'Log in through my institution' section with a 'Log in via SSO' button. At the bottom right is a 'Create an account' section with a 'Register' button, which is highlighted with a red arrow. Below the image, text reads: 'Over 7.3 million CITI Program courses have been completed since 2000'. Below the 'Create an account' section, text reads: 'Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.'

## Step 1: Select Your Organization Affiliation

- **Type** “University of Tennessee” in the text box. As you type, options will appear.

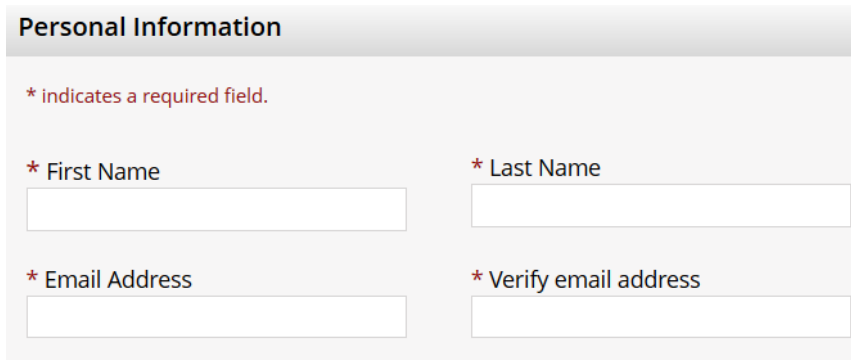


The screenshot shows a dropdown menu titled 'Select Your Organization Affiliation'. The search bar contains the text 'University of Tennessee'. The dropdown list shows several options: 'University of Tennessee at Chattanooga, The', 'University of Tennessee at Martin', 'University of Tennessee College of Medicine Chattanooga', 'University of Tennessee Health Science Center - Knoxville', 'University of Tennessee Health Science Center - Memphis', 'University of Tennessee Institute of Agriculture', and 'University of Tennessee-Knoxville'. A red arrow points to the 'University of Tennessee-Knoxville' option. Below the dropdown list is a button labeled 'Independent Learner registration'.

- **Click** University of Tennessee-Knoxville
- **Click** [Continue to Step 2](#)
- **Non-UTK investigators** who are engaged in the conduct of a UTK study involving human participants but whose institution does not have its own training are welcome to affiliate themselves with UTK to fulfill the training requirement.

## Step 2: Personal Information

- **Type Name and Email Address.** We recommend using your UT email. If you wish to include a Gmail or other email account, do so under Secondary Email Address (also on this page).



The screenshot shows a registration form titled "Personal Information". At the top, there is a note: "\* indicates a required field." Below this, there are four input fields arranged in a 2x2 grid. The top-left field is labeled "\* First Name", the top-right is "\* Last Name", the bottom-left is "\* Email Address", and the bottom-right is "\* Verify email address". Each field is a simple white rectangular box with a thin border.

- Click [Continue to Step 3](#)

## Step 3: Create you User Name and Password

- **Type User Name and Password.** This username and password are solely for CITI. They are not related to or linked to your UTK NetID. You may use your NetID and password here, but the password will not automatically update when changed at UTK.
- **Select Security Question and Answer**
- Click [Continue to Step 4](#)

## Step 4: Country of Residence

- **Type Country of Residence**
- Click [Continue to Step 5](#)

## Step 5: CEU and CITI Research Surveys

- **Select Yes** to the 1<sup>st</sup> question **ONLY IF** you wish to receive Continuing Education Unit (CEU) credit for your CITI training. Such credit is primarily available for those working in health care related fields. [Learn more.](#)
- **CITI** asks registrants if they are willing to participate in future research surveys.
- Click [Continue to Step 6](#)

## **Step 6: Information Requested by UTK**

- **Complete** the required fields. In order for your CITI training to be synced with iMedRIS (the IRBs online submission system) you must use:
  - Your UT email address (no aliases or non-UT accounts such as Gmail).
  - Your UT Net ID

This will also ensure you will receive notices about your certification status (e.g., expiration notices) and any CEUs are correctly applied.

- **Click** [Continue to Step 7](#)

## **Step 7: Select Curriculum**

You must answer a series of enrollment questions.

- **Under Question 1 Human Subjects Research, Click Social & Behavioral Research Investigators**

### Question 1

#### Human Subjects Research

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

Choose one answer

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members:** (FACULTY ONLY WHO ARE A CURRENTLY ACTIVE IRB MEMBER AT THE DEPARTMENTAL OR CAMPUS LEVEL)
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.

- **Ignore** Question 2.
- **Click** either “No” or “Not at this time” for Questions 3 – 6 **unless you wish to take any additional CITI trainings.**
- At bottom of the page **Click** [Complete Registration](#)
- You will then see the screen shown below. **Click** on the hyperlink [Finalize registration.](#)

### CITI - Learner Registration

Welcome to the CITI Program. Your registration with University of Tennessee-Knoxville is complete.

[Finalize registration](#)

## **Step 8: Begin Training**

- **Click** on University of Tennessee-Knoxville Courses.

Main Menu My Profiles My CEUs My Reports Support

Main Menu

 **Your registration has been completed successfully.**






 [▶ University of Tennessee-Knoxville Courses](#)

[▶ Click here to affiliate with another institution](#)


[▶ Affiliate as an Independent Learner](#)

- **Click** the Course name to begin your training.

▶ University of Tennessee-Knoxville Courses

 Course	 Status	 Completion Report	 Survey
 Social & Behavioral Research - Basic/Refresher	Not Started	Not Earned	

My Learner Tools for University of Tennessee-Knoxville

-  [Add a Course or Update Learner Groups](#)
-  [View Previously Completed Coursework](#)
-  [Update Institution Profile](#)
-  [View Instructions page](#)
-  [Remove Affiliation](#)

# I already have a CITI account

## Step 1: Log into CITI

- **Go To** the **Collaborative Institutional Training Initiative (CITI) website**.
- **Enter** User Name and Password
- **Click** Log In

USA - English Text Size: A A Log In | Register | Help

**CITI PROGRAM** Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

Over 7.3 million CITI Program courses have been completed since 2000

Username  
Password  
Log In  
Forgot Username or Password?

Log in through my institution  
Log in via SSO

Create an account  
Register

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

## Step 2: Select Your Institution

- If your CITI account is affiliated with multiple institutions, all of those institutions will appear on the screen.
- **Click** University of Tennessee-Knoxville Courses

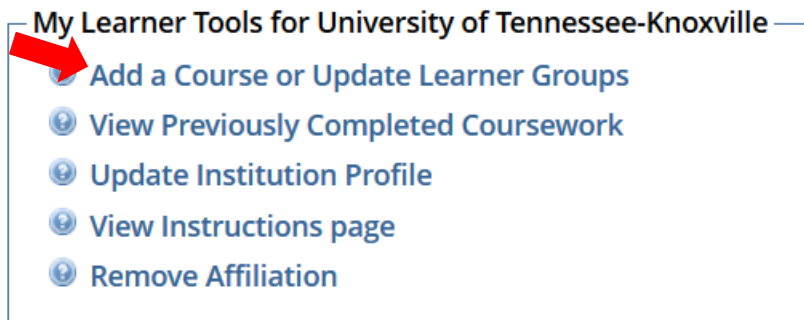
Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

- ▶ Bloomington IU-Bloomington INACTIVE, See IU/IU Health Courses
- ▶ DEMO Courses
- ▶ Fort Wayne IU-Fort Wayne INACTIVE, See IU/IU Health Courses
- ▶ Indiana University/IU Health Courses
- ▶ Purdue University Courses
- ▶ University of Tennessee Health Science Center - Knoxville Courses
- ▶ University of Tennessee Health Science Center - Memphis Courses
- ▶ University of Tennessee-Knoxville Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

### **Step 3: Add a Course**

- **Click** Add a Course or Update Learner Groups



### **Step 4: Select Your Course**

- **Under Question 1 Human Subjects Research, Click Social & Behavioral Research Investigators**


**Question 1**

**Human Subjects Research**

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

Choose one answer

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members:** (FACULTY ONLY WHO ARE A CURRENTLY ACTIVE IRB MEMBER AT THE DEPARTMENTAL OR CAMPUS LEVEL)
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.

- **Ignore** Question 2.
- **Click** either “No” or “Not at this time” for Questions 3 – 6 **unless you wish to take any additional CITI trainings.**
- **Click** 

## Step 5: Begin Training

- **Click** on University of Tennessee-Knoxville Courses to view your selected courses.

Main Menu

✔ Your request has been successfully submitted.

▶ Bloomington IU-Bloomington INACTIVE, See IU/IU Health Courses
▶ DEMO Courses
▶ Fort Wayne IU-Fort Wayne INACTIVE, See IU/IU Health Courses
▶ Indiana University/IU Health Courses
▶ Purdue University Courses
▶ University of Tennessee Health Science Center - Knoxville Courses
▶ University of Tennessee Health Science Center - Memphis Courses
▶ <b>University of Tennessee-Knoxville Courses</b>
▶ Click here to affiliate with another institution
▶ Affiliate as an Independent Learner

- **Click** the Course name to begin your training.

▼ University of Tennessee-Knoxville Courses		
🔍 Course	🔍 Status	🔍 Completion Report
CITI Export Controls Course	Not Started	Not Earned
<b>Social &amp; Behavioral Research - Basic/Refresher</b>	Not Started	Not Earned

My Learner Tools for University of Tennessee-Knoxville

- 🔍 Add a Course or Update Learner Groups
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