

# 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 neither maintains 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 have a CITI account/I want to transfer CITI credits from my previous institution**

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 interface. At the top, there is a navigation bar with links for "Log In", "Register", and "Help". A red arrow points to the "Register" link. Below the navigation bar is a search bar labeled "Search Knowledge Base" with a magnifying glass icon. A second red arrow points to the search bar. Below the search bar is a horizontal menu with links for "Home", "About Us", "Courses", "Become a Subscriber", "CE Credits", "News and Events", and "Contact Us". The main content area is divided into three sections: "Username" and "Password" login fields with a "Log In" button; "Log in through my institution" with a "Log in via SSO" button; and "Create an account" with a "Register" button. A red arrow points to the "Register" button. Below the "Create an account" section, there is a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." On the left side of the main content area, there is a photograph of a scientist in a lab coat and safety glasses working in a laboratory. Below the photograph, it says "Over 7.3 million CITI Program courses have been completed since 2000".

## **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 Ten", "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", "University of Tennessee-Knoxville", and "Independent Learner registration". A red arrow points to the "University of Tennessee-Knoxville" option.

- **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).

Personal Information

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

- 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 (UTK's IRB 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
<a href="#">Social &amp; Behavioral Research - Basic/Refresher</a>	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 have a CITI account/I want to transfer CITI credits from my previous institution

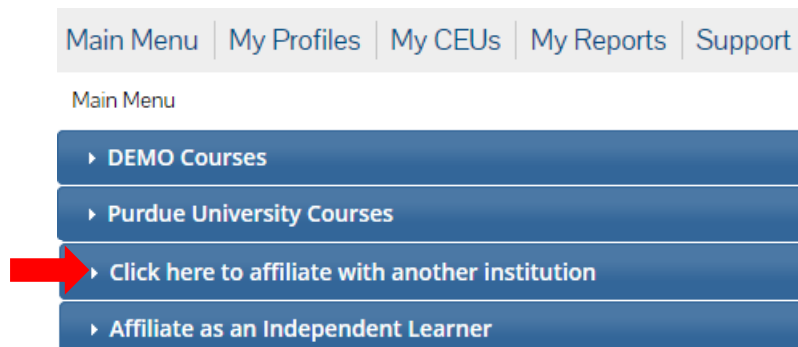
To transfer credits from your previous institution to UTK, you will need to be affiliated with both your previous institution and UTK. Follow the steps below to affiliate with UTK.

## Step 1: Log into CITI

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

## Step 2: Affiliate with UTK

- Once you log in, you will be on the Main Menu screen.
- Click on "**Click here to affiliate with another institution.**"



- **Begin typing** "University of Tennessee" and options will appear. Select **University of Tennessee-Knoxville** and continue.



### **Step 3: Member Information Requested by UTK**

- **Complete** the required fields. In order for your CITI training to be synced with iMedRIS (UTK's IRB 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.

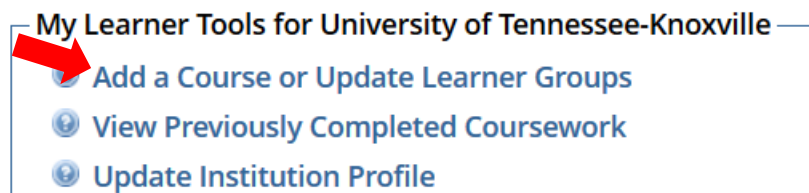
- **Click continue**

### **Step 4: Add UTK's Required Course**

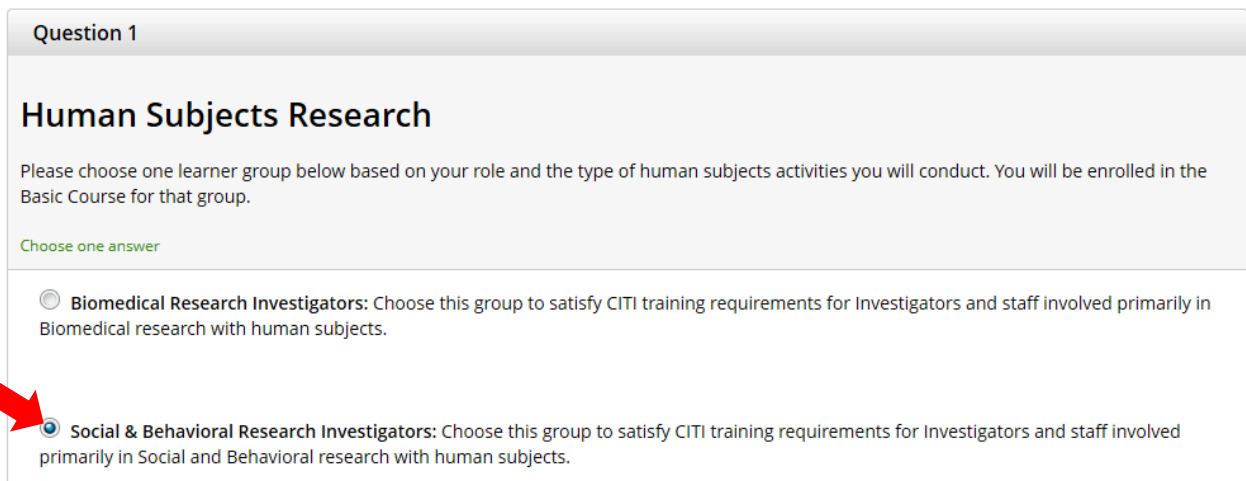
When you are affiliated with both institutions, enroll in the courses that need to be transferred under both institutions, via the "Add a Course or Update Learner Groups" link under the appropriate institution if necessary. You will need to enroll in the same stage of the course (Basic / Refresher) for a proper transfer to occur.


To enroll in UTK's Basic training, follow the instructions below. If your most recently completed training at your previous institution was the Refresher stage, contact CITI directly (888-529-5929) for assistance in transferring those credits.

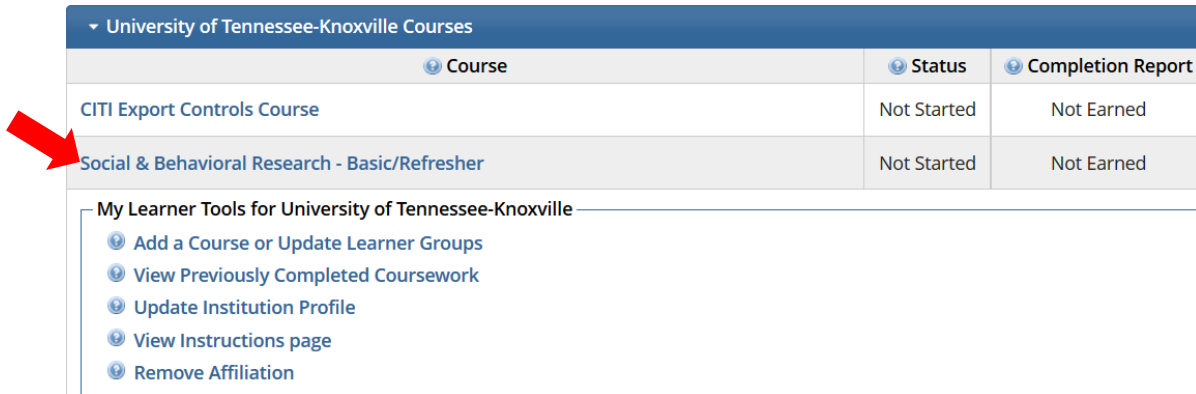
- **Click** Add a Course or Update Learner Groups



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

A screenshot of a form titled "Question 1" with a subtitle "Human Subjects Research". The form contains the following text: "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." Below this is a green instruction: "Choose one answer". There are two radio button options. The first is "Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects." The second is "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." A red arrow points to the second radio button, which is selected.

- **Skip** Question 2.
- **For Questions 3 – 6** you can select “No” or “Not at this time” unless you wish to take any additional CITI trainings.
- **Click** 
- **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
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

Once you are enrolled in the courses, any modules that are shared between the courses between institutions will have their credit transferred automatically.

The transfer is based on each module's unique ID number. **If the courses do not match exactly, not all credit will transfer. If this occurs, you may need to complete the difference in modules at UTK to get full credit for a Completion Report.**