

Collaborative Institutional Training Initiative (CITI) Program

Instructions on Navigating CITI Program

❖ If you have any questions or need any assistance, please call the IRB (562-985-8147) and IRB@csulb.edu

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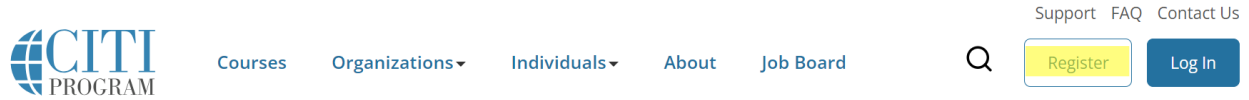
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Section 1: New User Registration

Registering as a New User

1. Click "Register" at <https://www.citiprogram.org>



2. Click "Select Your Organization Affiliation".



Select Your Organization Affiliation	Independent Learner Registration
This option is for persons affiliated with a CITI Program subscriber organization.	Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

3. Please enter California State University, Long Beach as the organization. Then, select "I agree" and "I affirm". Click "Create a CITI Program account".

4. Provide your name and email address.

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text" value="Dan"/>	<input type="text" value="Pham"/>
* Email Address	* Verify email address
<input type="text" value="tpham@gmail.com"/>	<input type="text" value="tpham@gmail.com"/>

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
<input type="text"/>	<input type="text"/>

5. Provide your username, password, and security question/answer.

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
<input type="text" value="tpham4734"/>

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


* Password	* Verify Password
<input type="password" value="....."/>	<input type="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
<input type="text" value="What's your pet's name?"/>
* Security Answer
<input type="text" value="Tom"/>

6. If applicable, you have the option to connect your ORCID ID. Provide your “Country of Residence” and answer the prompt. Click “Finalize Registration”. A verification email will be sent to your email, and you will need to click on the activation link.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 Connect your ORCID ID

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

- Yes
- No

Finalize Registration

Section 2: Accessing Key Courses

- ❖ For students, please complete either Social & Behavioral Research – Basic/Refresher OR Biomedical Research – Basic/Refresher
- ❖ For faculty advisors, please complete either Social & Behavioral Research – Basic/Refresher OR Biomedical Research – Basic/Refresher.

Alternatively, you may complete an accelerated course in either Faculty Advisors and Mentors (Biomedical Research) OR Faculty Advisors and Mentors (Social & Behavioral Research).

- ❖ Biomedical Responsible Conduct of Research and Social & Behavioral Responsible Conduct of Research do not fulfill the requirement.

How to Access Key Courses

1. Login to your CITI account. Click “Courses”.



Courses

Organizations ▾

Individuals ▾

About

Job Board



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Register

Log In

2. Under Institutional Courses, click “View Courses”.

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](#).

California State University, Long Beach

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

3. Scroll all the way down. Click “Add a Course”.

Learner Tools for California State University, Long Beach

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

4. You will be provided with a series of enrollment questions. Please select the option that is applicable.

Under question #1, **students** are advised to select either option #1 or option #2. **Faculty advisors** are advised to select option #1, option #2, option #5, or option #6.

Question 1

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.

- 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: This Basic Course is appropriate for IRB or Ethics Committee members.
- Institutional/Signatory Official
- Faculty Advisors and Mentors (Biomedical Research)
- Faculty Advisors and Mentors (Social & Behavioral Research)
- Not at this time.

5. Answer the remaining questions as they relate to the study you are conducting. Once you have completed enrollment questions, click “Submit”.

Submit

6. The enrolled courses will now be displayed whenever you click “View Courses” under the “My Courses” tab.

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](#).

California State University, Long Beach

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Section 3: Linking CITI Account to IRBNet

1. Login to IRBNet using your username and password. Click on **“User Profile”** in the top-right corner.



2. Go to **“External Accounts.”** This section is where you will be specifically linking your CITI account to IRBNet. Click **“Add an External Account.”**

External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet.

[| Learn More |](#)

[▶ Add an External Account](#)

3. Provide your CITI Member ID # into the pop-up menu.

Add External Account

Please provide your external account information.

Account Type:

CITI Member ID:

* Your CITI Member ID is the 5 to 8-digit number shown at the top of the page when you log in to your CITI account.

4. Your CITI Member ID # is located on the top-right corner of your CITI account.
NOTE: Please do not use your Record ID.



Social & Behavioral Research - Basic/Refresher

Name	Stage	Completion Date	Expiration Date	Record ID
Trong Pham	2 - Refresher Course	15-Jun-2023	15-Jun-2026	56446406

5. Select “**Continue.**” A verification email will be sent to your CSULB email address.
Please allow up to 24 hours for the verification email to arrive.

Once you receive the verification email, click the verification link and you are all set.