Instructions for Human Subjects CITI Training

1. Go to the ORI IRB website at [http://integrity.uncg.edu/institutional-review-board/](http://integrity.uncg.edu/institutional-review-board/)

2. See the Training heading at the top of the page.

3. Click on the link for CITI training website. CITI is the preferred training for human subject’s research.

4. The CITI website will open in a new window (please be sure that popup blockers are disabled, otherwise the window may not open).

5. If you do not have a CITI account, please click the “register here” link to create your account. **If you are already registered, login with your credentials and proceed with step # 8 below.**

6. If you need to create a new account, you will be asked a series of questions. Select UNCG as the participating institution and enter all required name/address information. **Please use your UNCG username as your CITI username in order to assist the ORI office with verification of training.**

7. **Please be sure that you enter your UNCG Employee/Student ID number. This is how you will be verified by the IRBIS online submission system and if we cannot verify you by your UNCG ID, it will delay processing of your submission. If you do not know your employee/student ID number, please contact HR at 334-5009 if you are an employee and the Admissions Office at 334-5243 if you are a student.**

8. You will then get to the member information page. Please answer the “which course do you plan to take” question by selecting Basic Human Subjects- Social and Behavioral Focus. You will then be logged in and can begin with step # 9 below.

9. Once you are logged in, you will see your UNCG page with your information. Click on the add a course or update your learner groups link.

10. Select Human Research since you are dealing with people.

11. Select Researcher Module if you are faculty or Student Researcher Module if you are a student. **Note:** If you intend to do international research you will need to come back and add the International Researcher module later, since the system will only allow you to make one choice at a time.

12. Once you have made your selection in item # 11, click the next question button.

13. You will see your chosen course listed under “My Courses”. Please click the enter link beside your module to begin your training session.

14. A page will be brought up with the list of modules required for your course. You must complete the “Integrity Assurance Statement” before beginning each module. Once you begin your work you are free to complete the work at your own pace, with the ability to log off and return again without losing your completed work.

15. Please remember that if you are doing international research you will need to select that module separately via another login session.