

Registering for courses offered via the CITI platform ([www.citiprogram.org](http://www.citiprogram.org))

**As of March 18, 2015, the University of Louisville is utilizing the CITI Platform to provide the following training:**

- Human Subjects
  - Social Behavioral (includes HIPAA-Research)
  - Biomedical (includes HIPAA-Research)
  - Undergraduates
- Responsible Conduct of Research (all disciplines now in one course)
- Conflicts of Interest
- Institutional Compliance Awareness
- HIPAA (non-research aspects)
- Export Controls
- IACUC: OSHA Renewal

This document provides instruction for both new registrants and individuals with existing CITI accounts.

## Registering on CITI for the first time:

1. Go to CITI website: [www.citiprogram.org](http://www.citiprogram.org)
2. From the home screen, click on Register under "Create an Account"
3. Select Your Institution or Organization: Under Participating Institutions: select University of Louisville. Continue to Step 2.
4. Personal Information: **Enter your first and last name, as recorded with the university. Under email use your U of L email (userid@louisville.edu) as the email address.** You can add another preferred address to the Secondary email address field, if you like. *If you do not use your primary U of L email address (not your PEA) in the first email field, your training results could be delayed in posting to iRIS.* Please note: the email addresses entered here are the ones that any future password requests will be sent to; you are encouraged to use addresses that are stable and make sure to enter them without any typos. Continue to Step 3
5. Create Your Username and Password: Follow the instructions on the page regarding size and criteria. The username and password can be anything of your choosing that is accepted by the system. Continue to Step 4
6. Gender, Ethnicity and Race: Enter your answers to the questions on the screen. While you are required to answer the questions, there is an option of no disclosure, if you prefer. Continue to Step 5.
7. Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?: You can sign up for these if you choose. Please note: any fees associated with CME/CEU credits are paid by the individual, not the institution. Can CITI Program contact you at a later date regarding participation in research surveys? Answer yes or no based upon personal preference. Continue to Step 6
8. Information requested by U of L: Complete the demographic information. Fields that are marked by an asterisk are required by the system. If you have a University of Louisville ID (Employee or Student), please enter it in the Employee Number field. Continue to Step 7.
9. Select Curriculum: The next set of screens will guide you through selecting the correct course.
10. Direct Selection: click all of the checkboxes appropriate to your activities at U of L.
11. Guided Registration: this path is designed to describe the activities you might participate in at U of L. At each screen, answer the questions related to your role(s) and click NEXT. Based upon your answers, the appropriate courses will be assigned.
12. When you finish with the group assignment, you will be directed back to the main menu and the needed courses will be available for you to complete.
13. Click on the course name to begin the training. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement; Click on the name of the Module to start each module.
14. Upon completion of all required modules and achieving 80% overall correct, a link will appear on the Grade Book page with your Completion Report. Print this report for your records. The Research Integrity Program will be automatically notified of your successful completion and the data will be transferred to the master database for access by the University reporting software. Data updates are loaded each morning. If you need the database updated sooner, please call 502-852-2454.

## Updating an existing CITI account for additional courses

1. Log into CITI at [www.citiprogram.org](http://www.citiprogram.org)
2. From the Main menu, click on **Add a Course or Update your Learner Groups** for University of Louisville.
3. You will be asked if you would like to directly select the courses you need (first option) or if you would like a guided registration (second option). Select the preferred option, then click NEXT
4. Direct Selection: click all of the checkboxes appropriate to your activities at U of L. (skip to item 6)
5. Guided Registration: this path is designed to describe the activities you might participate in at U of L. At each screen, answer the questions related to your role(s) and click NEXT. Based upon your answers, the appropriate courses will be assigned.
6. When you finish with the group assignment, you will be directed back to the main menu and the needed courses will be available for you to complete.
7. Click on the course name to begin the training. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement; Click on the name of the Module to start each module.
8. Upon completion of all required modules and achieving 80% overall correct, a link will appear on the **Grade Book** page with your **Completion Report**. This is also available on the main menu page (see below). Print this report for your records. The Research Integrity Program will be automatically notified of your successful completion and the data will be transferred to the master database for access by the University reporting software. Data updates are loaded each morning. If you need the database updated sooner, please call 502-852-2454.