

Instructions for Accessing CITI Training Modules

The required training module for **human subjects research personnel** is: “Social & Behavioral Research Basic/Refresher, Basic Course”.

Before you can start training, **you must register** in the system. Go to <https://about.citiprogram.org/en/homepage/> and click “Register” at the top right. Then click “REGISTER” again to begin your registration. In the first block titled “Select Your Organization Affiliation”, type in Northern Illinois University. Confirm the two items that pop up. Do not complete information in the second block titled “Independent Learner Registration”. That option is for people who do not have an affiliation that has subscribed to the program. If you go that route, it will ask you to pay for your training. Complete the rest of the registration process (you will need to create a username and password). At the end of registration, you will be asked about modules that you’d like to complete. You can always add more later.

After you have registered with CITI and logged in, you will be on the “Main Menu” page.

Next to “Northern Illinois University”, click on “View Courses”. You should see a list of all of the classes that you’ve either completed, started but didn’t complete, or selected in the past but never started. If the course you want isn’t in the list, you can scroll to the bottom of the page, and select “Add a Course”. On this page, under question 1, “Human Subjects Research” all researchers and research personnel (whether student or faculty) should check “Social & Behavioral Research Investigators”. Then go to the bottom of the page and click “Submit”. This will take you back to the main menu page.

On the main menu page under “Active Courses”, you should now see “Social & Behavioral Research – Basic/Refresher, Basic Course”. Click on “Start Now” to begin the course, which has several modules and takes an hour or so to complete. It can be completed in more than one session as needed. You can also attempt the quizzes after each module as many times as necessary.

The required training module for **IRB members and ADRs** is “IRB Members – Basic/Refresher, Basic Course”.

If you are an IRB member or an authorized departmental reviewer (ADR), the process is the same as for researchers except that after selecting “Add a Course”, you will check “IRB Members: The Basic Course” under “Human Subjects Research” and then scroll down to click “Submit” at the bottom of the page. Then, back on the main menu page, under “Active Courses” you will find “IRB Members – Basic/Refresher, Basic Course”, which is the module you should complete.

The other courses that are available through CITI are not the ones we routinely require for IRB purposes, but can provide additional information if desired and may be required in some circumstances.