

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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Section 1: New User Registration

Registering as a New User

1. Click "Register" at

4. Provide your name and email address.

5.

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.

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).

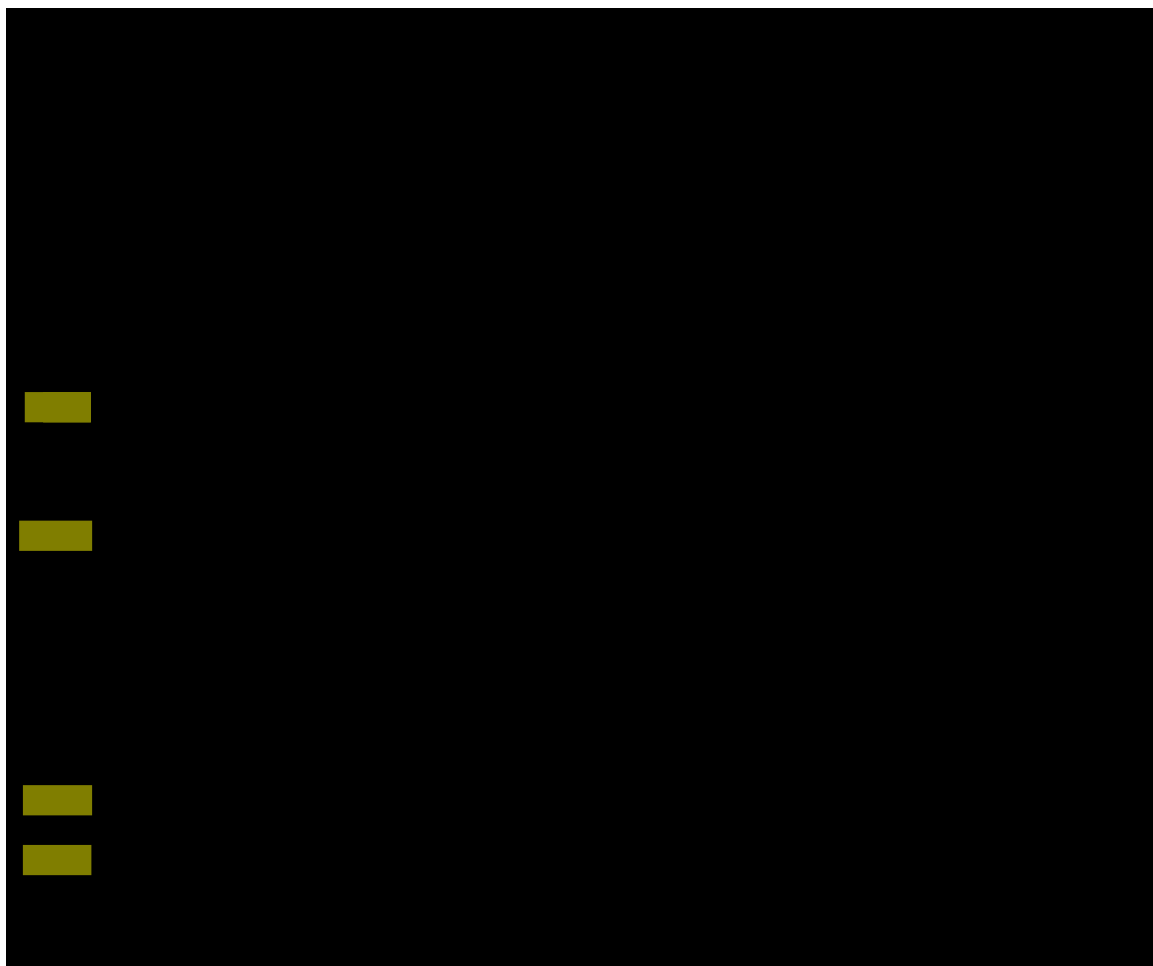
™ Biomedical Responsible Conduct of Research and Social & Behavioral

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



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

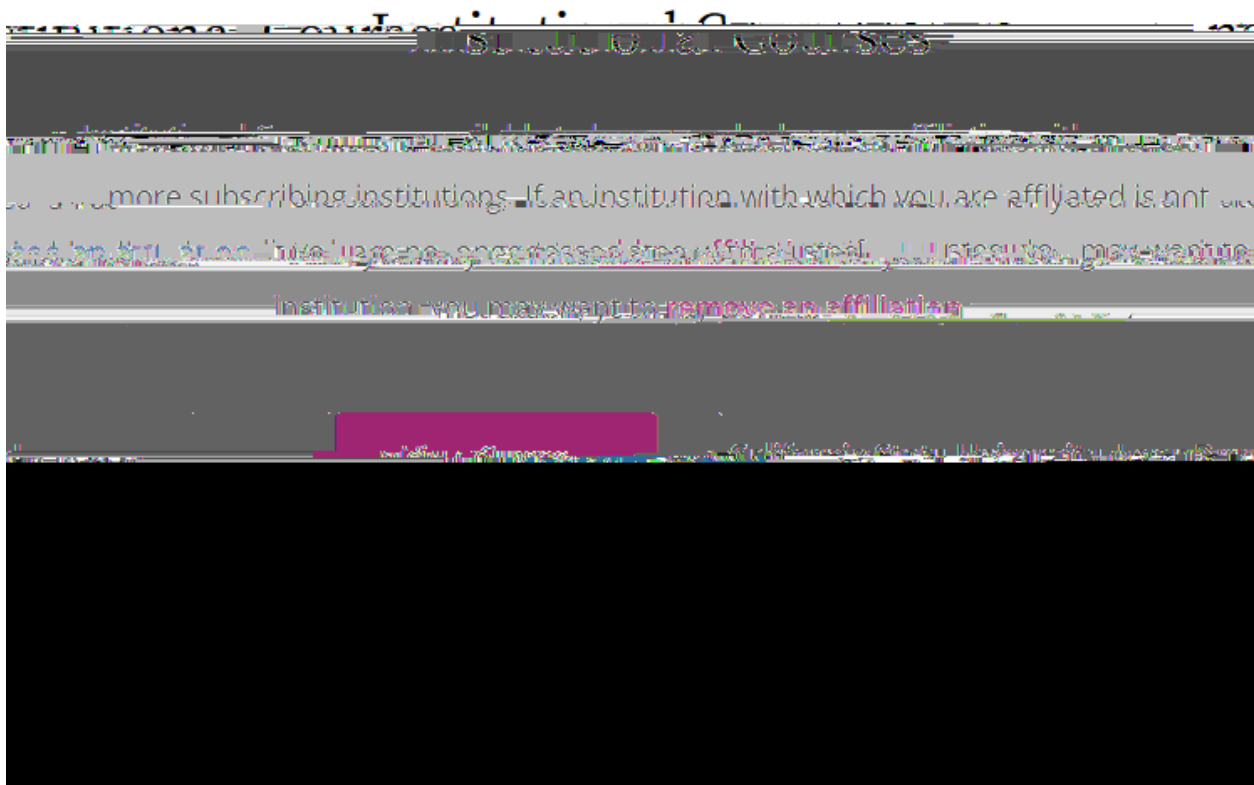
Under question #1, students are advised to select either option #1 or option #2.
Faculty advisors are advised to select option #1, option #2, option #5, or option #6.



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

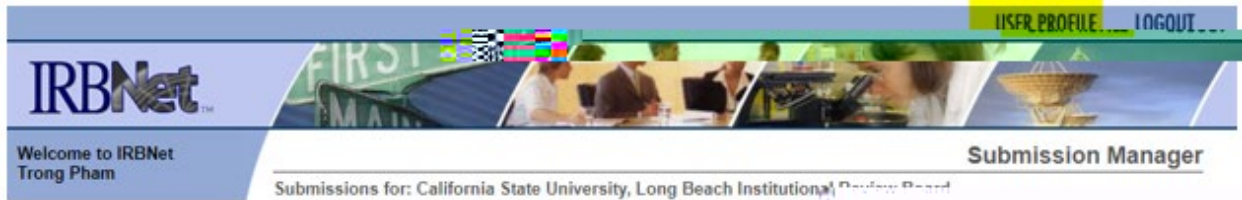


6. The enrolled courses will now be displayed whenever you click "View Courses" under the "My Courses" tab.

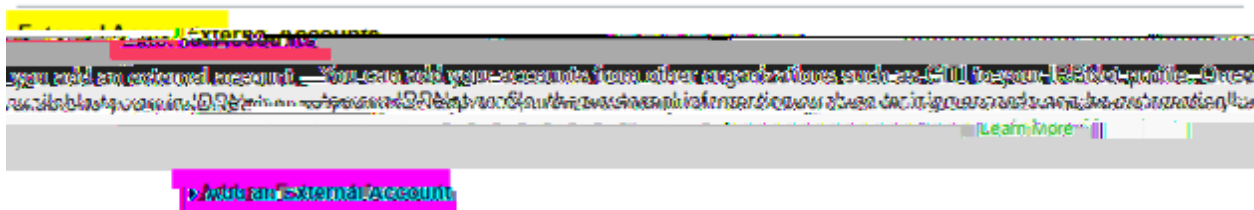


Section 3: Linking CITI Account to IRBNet

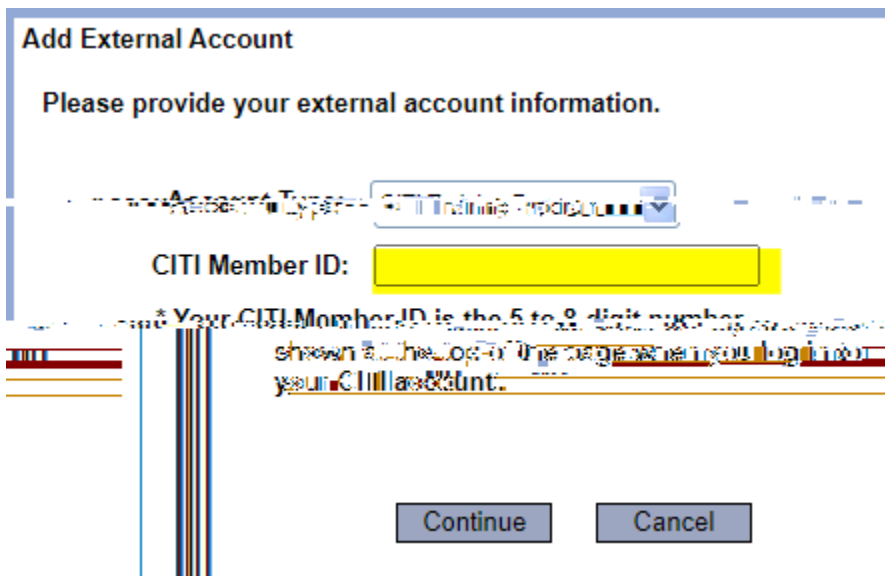
1. Login to IRBNet using your username and password. Click on “User Profile” in the top-right corner.



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



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

A screenshot of the 'Add External Account' pop-up form. The form has a title 'Add External Account' and a prompt 'Please provide your external account information.' Below the prompt, there is a dropdown menu for 'Account Type' with 'CITI Training Provider' selected. A text input field for 'CITI Member ID:' is highlighted with a yellow box. Below the input field, there is a note: '* Your CITI Member ID is the 5 to 8 digit number shown at the top of the page when you login to your CITI account.' At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'.

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

The screenshot shows the CITI PROGRAM interface. At the top left is the CITI PROGRAM logo. To its right are navigation links: My Courses, My Records, My CE/CMEs, Support, and Admin. A search icon and a user profile box for 'Trong Pham ID 4867989' are on the right. Below the navigation is a course title 'Social & Behavioral Research - Basic/Refresh'. Underneath is a table with the following columns: Name, Stage, Completion Date, Expiration Date, and Record ID. The 'Record ID' column is crossed out with a large red 'X'. The first row of the table shows the name 'Trong Pham' and a colorful icon.

- 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.