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

<u>Registering as a New User</u>

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".

Learner Tools for California State University, Long Beach

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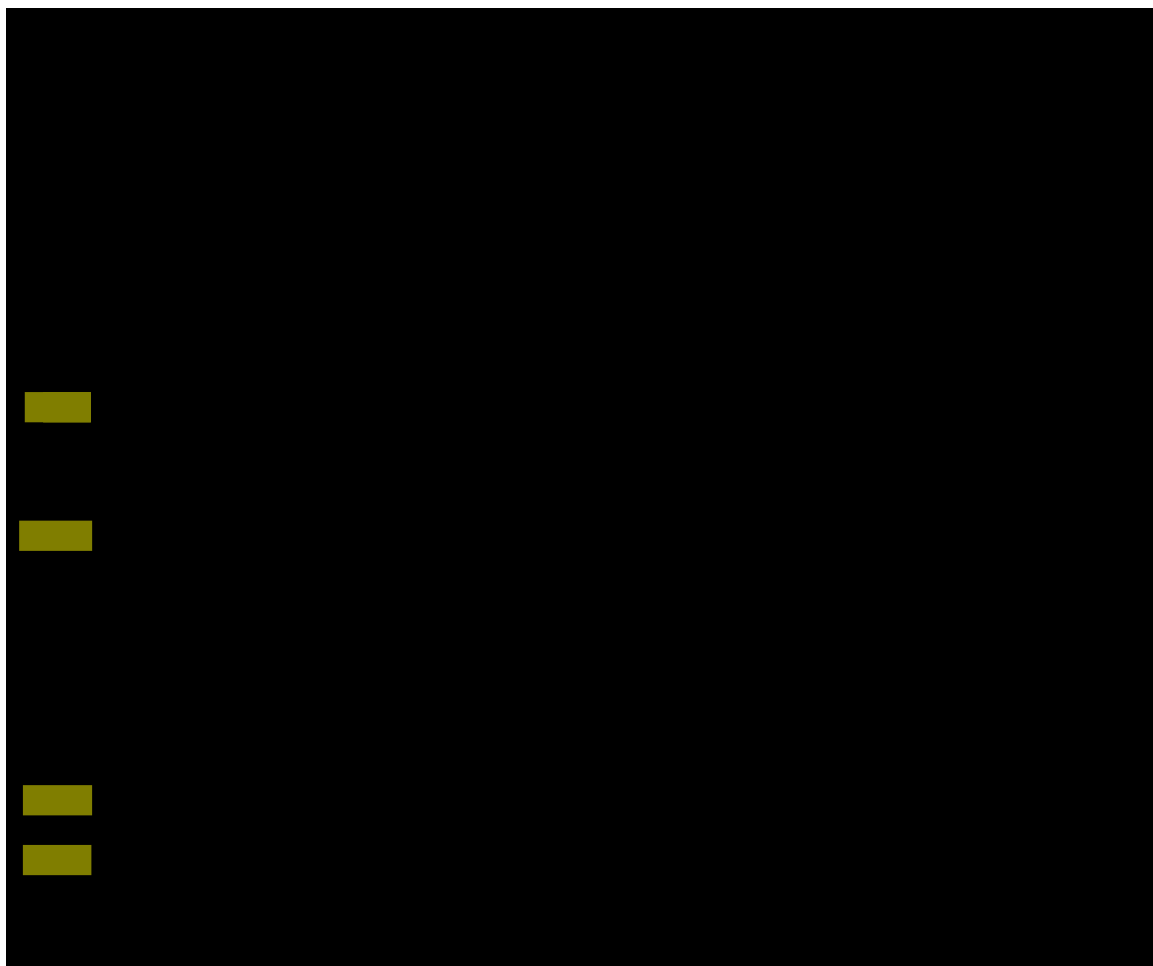
5. Answer the remaining questions as they relate to the study you are conducting. Once you have completed enrollment questions, click "Submit".

6. The enrolled courses will now be displayed whenever you click "View Courses" under the "My Courses" tab.
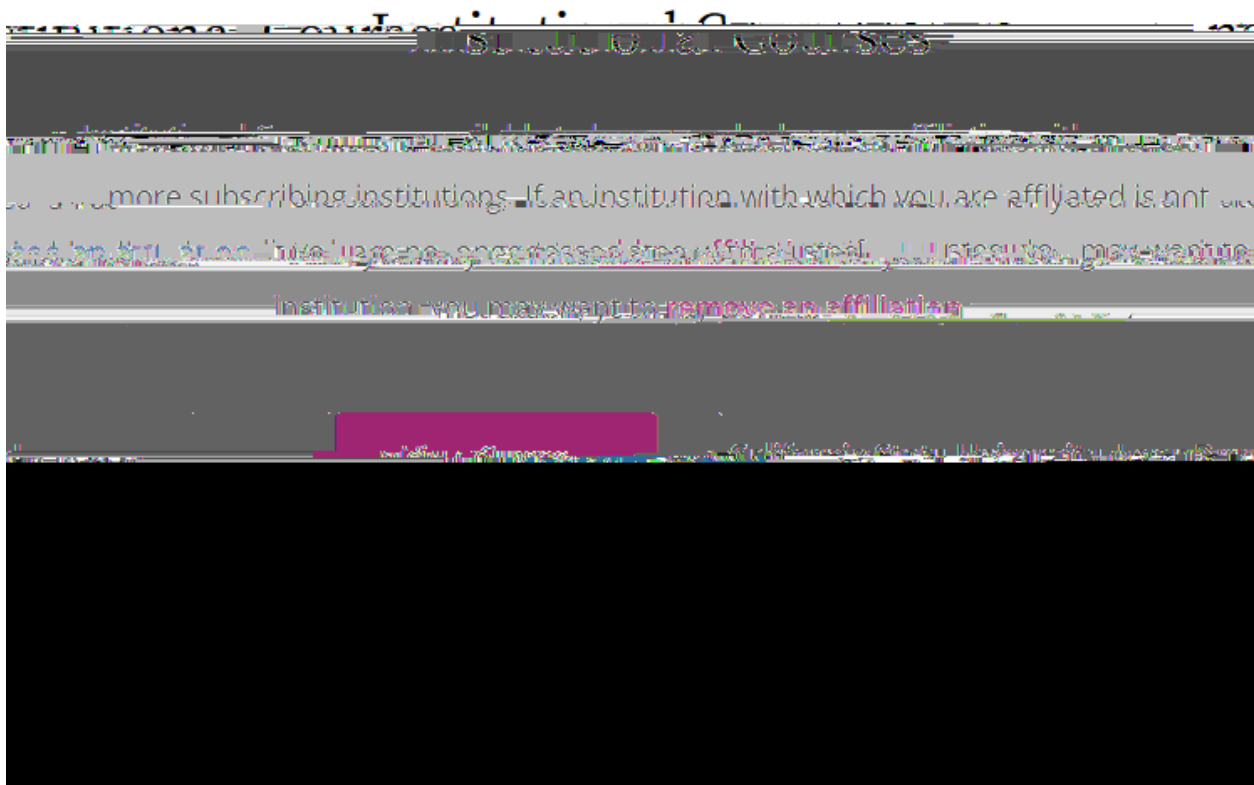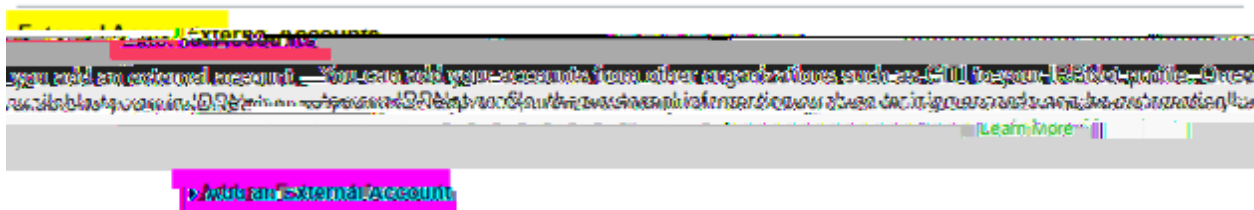
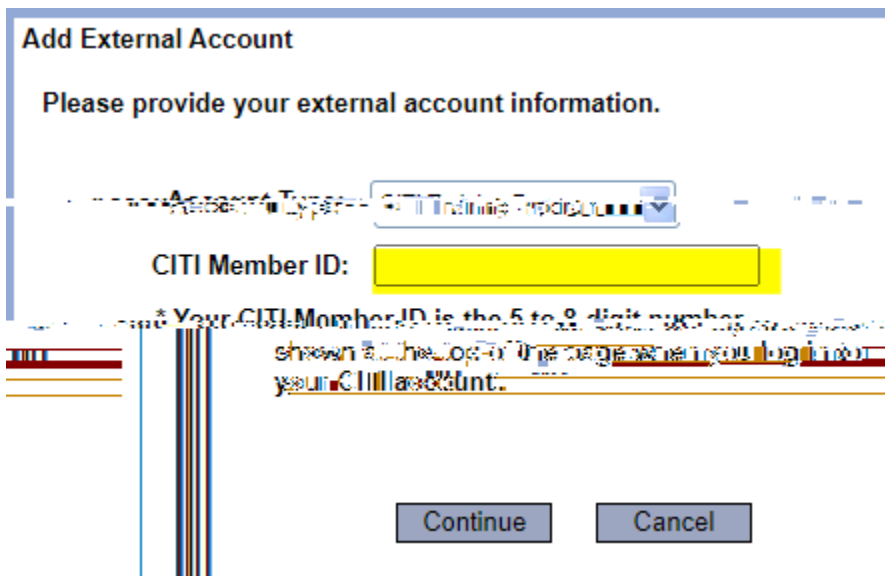# Section 3: Linking CITI Account to IRBNet

1. Login to IRBNet using your username and password. Click on "User Profile"   in the top-right corner.
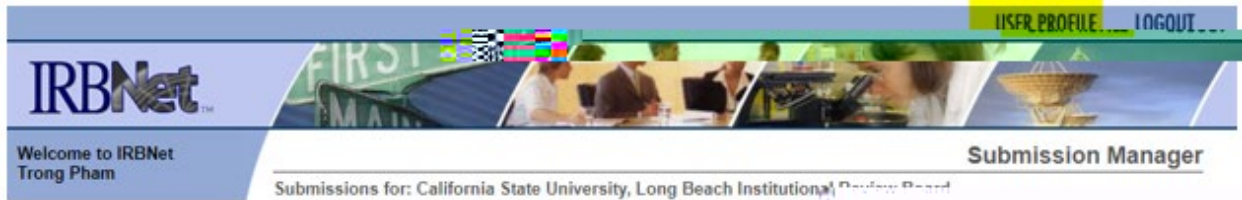
2. Go to "External Accounts."   This section is where you will be specifically linking your CITI account to IRBNet. Click "Add an External Account."

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

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

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.