



University of Northern Iowa®
Office of Research & Sponsored Programs

Collaborative Institutional Training Initiative

INSTRUCTIONS FOR LEARNERS AT THE UNIVERSITY OF NORTHERN IOWA

To Register:

1. Visit CITI Home Page at <https://about.citiprogram.org/en/homepage/>
2. New Uses, click on the “Register” button at top of page
3. Select “University of Northern Iowa from the Organization Affiliation Menu
 - a. If applicable, you may later add other affiliations
4. Follow instructions for creating a User Name, Password
5. Select the course(s) you need to take. You may go back later and change these selections.
6. Certain activities and sponsored programs require special courses. If you are taking Human Subjects Research training (IRB), please be sure to select the Human Subjects Research course (the Responsible Conduct of Research Course does not meet the IRB requirements).
7. Contact rsp@uni.edu if you are unsure which course you should take.
8. After you choose your course, you will be invited to select a “Learner Group.” You may only select one Learner Group for each course, but you can change your selection later.

9. After selections are complete, you will go to the “Courses” menu page which will list the courses you are registered for, along with other status information.

Note on Logging in:

1. Go to CITI home page at <https://about.citiprogram.org/en/homepage/>.
2. Click on the “Log In” button at the top of the page. Then, enter your CITI username and password on this login page.

**** Do NOT use “Log in Through My Institution” when attempting to Login. While UNI is a participating organization when you register, it is not set up for Single Sign on (SSO). ****

To Begin or Continue a Course:

1. The course(s) you have signed up for are listed on your **Courses** page.
2. Click on the name to proceed to that course.
3. Complete all required modules and associated quizzes.
4. Supplemental Modules are optional.
5. Note: Depending on the course(s) you are registered for and the number of required and elective modules offered, a given course may take 4-6 hours to complete. You may use multiple log on sessions to complete a course.

Completed Courses & Grades

1. Once all required modules are complete, you may print a completion report / certificate. It will also be automatically sent by CITI to the Office of Research and Sponsored Programs.
2. The minimum “passing” aggregate scores has been set by UNI. A running tally is compiled in the CITI Grade book. If you want to improve any score on a quiz, you may repeat any quiz where you did not score 100%.

Questions

Technical issues should be addressed to support@citiprogram.org or call 888-529-5959.

Questions about UNI training requirements may be addressed to rsp@uni.edu or by visiting <https://rsp.uni.edu/academic-ethics-and-responsible-conduct-research> or <https://rsp.uni.edu/IRB-training>