



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 Users, click on the “Register” button at top of page.
(Note that UNI does not have Single Sign on - you cannot log in through the Institution and must create your own account).
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.
 - a. **Conflicts of Interest**
6. After selections are complete, go to the “Courses” menu page which lists 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.

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.

General UNI training requirements may be addressed to rsp@uni.edu or by visiting <https://rsp.uni.edu/responsible-conduct-research> or <https://rsp.uni.edu/irb-training>.