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.
   If you need Human Subjects Research training (IRB), select the Human Subjects Research course.
   If you are a recipient of NSF/NIH/NIFA funding, select the Responsible Conduct of Research Course

6. Contact rsp@uni.edu if you are unsure which course you should take.

7. After you choose your course, you will be invited to select a "Learner Group." You may only select one Learner Group for each course.

8. 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.
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.

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.