

## Instructions for Learners at the University of Northern Iowa

### To Register

1. Go to CITI home page at <https://about.citiprogram.org/en/homepage/>.
2. If a new user, click on the **Register** button at the top of the page.
3. Select **University of Northern Iowa** from the Organization Affiliation menu. If applicable, you can later choose to add another affiliation from the list of Participating Institutions.
4. Follow the instructions for creating a user name, password, and related items.
5. Select the course(s) you would like to take. (You can go back later and change your selections if you wish.) *Note: If you are completing the CITI training to meet **IRB requirements**, you must choose **“Human Subjects Research Courses”**.*
6. You will then be invited to select the learner group you would like to belong to for each course. You can only choose one learner group for each course, but you can change your selection later if you wish. For most learners, please select the *Social & Behavioral Research* learner group as this will fulfill the UNI IRB training requirement. Researchers can choose one of the other groups, according to field or interest. (If you are taking the Human Subjects Research Course, please *note that the “IRB member” group is intended for members of the IRB, not for researchers.*) **FYI** - Training modules for the *Other* learner group in the Human Subjects Research Course will be quite similar to those for the *Social & Behavioral Research* group.
7. When selections are complete, you will be taken to your own **Courses** menu page which will show the courses you are registered for, along with other status information.

### Note on Logging In

Go to CITI home page at <https://about.citiprogram.org/en/homepage/>. Click on the Log In button at the top of the page. To log in, enter username and password on this login page. Do **NOT** use “Log in Through My Institution” choice when attempting to login. (UNI is listed as a participating organization when you register, but it is not set up for SSO.)

### To Begin or Continue a Course

The course(s) you have signed up for are listed on your **Courses** page. Click on the name to proceed to that course.

- Complete all of the required modules and associated quizzes.

- Complete at least four (4) of the eight (8) "Elective" modules offered.
- You have the option to complete any Supplemental Modules – they are not required.

When you complete all required modules successfully, you may print your completion report/certificate. It will automatically be sent by the system to the UNI IRB. You may return to the course site in the future to obtain a copy of the completion report.

The minimum "passing" aggregate score for the quizzes has been set by the institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you did not score 100 % correct.

*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, although the average being reported is about 2-3 hours. You are encouraged to use multiple log on sessions to complete a course.

## Questions

Technical issues should be addressed to [support@citiprogram.org](mailto:support@citiprogram.org) or call 888-529-5959.

Questions about UNI training requirements should be addressed to [lisa.ahern@uni.edu](mailto:lisa.ahern@uni.edu) or by visiting <https://rsp.uni.edu/responsible-conduct-research> or <https://rsp.uni.edu/irb-training>.