# The Collaborative Institutional Training Initiative (CITI Program)

https://about.citiprogram.org/en/homepage/

## Registration



**Follow the registration steps as follows:**



**In the next step below, be sure to use your UHCL email address so it will automatically sync with Cayuse.**

*You can always add a secondary email address to your profile later if needed.*

English ▼

# CITI PROGRAM

LOG IN        LOG IN THROUGH MY ORGANIZATION        **REGISTER**

## CITI - Learner Registration - University of Houston-Clear Lake

Steps : 1 **2** 3 4 5 6 7

### Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

**Continue To Step 3**

**Complete remaining registration steps.**

## Enrolling in Courses

1. **Log in using your user name and password you created during the registration process.**

2. **On the CITI Program home page, select "Courses"**

CITI PROGRAM  **Courses**  Records  CE/CMEs  Support  Admin

3. **Select "View Courses"**

# Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

University of Houston-Clear Lake          **View Courses**

Would you like to affiliate with another Institution?     **Add Affiliation**

Would you like to remove an existing affiliation?      **Remove Affiliation**

4. **At the bottom of the page, select "Add a Course"**

Learner Tools for University of Houston-Clear Lake

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

5. **Answer the questions related to your role. For human subjects studies/IRB applications where you are an investigator, select Social-Behavioral-Educational Researchers from Question 2.**

## Question 2

### Human Subjects Research

**What is your role and what type of human subjects activities will you conduct? You will be enrolled in the Basic Course for that group.**

- ( ) Social-Behavioral-Educational Researchers
- ( ) Biomedical Researchers
- ( ) IRB Committee Members
- ( ) IRB Committee Chairs
- ( ) Institutional/Signatory Official

Submit

6. **Complete the required course:**

✔ You are now enrolled in the course(s) you selected.

Show Courses for: University of Houston-Clear Lake ▼     Institution List

University of Houston-Clear Lake
### Social-Behavioral-Educational Researchers
Stage 1 - Basic Course

0 / 14 modules completed

Start Now

7. **Once you have completed the required course, CITI will automatically sync with Cayuse in about 24 hours. Under the "Research Team" section of your IRB application, click "View" under Trainings to verify that the sync was successful. See the screenshots below.**

**Sections** <

Getting Started ✔

Research Team ✔

Determination if R... ✔

Study Information ✔

Study Design

Study Procedures

Subjects Protection

Review Attachments ✔

Anticipated Review... ✔

**\* Principal Investigator**

*The person listed as the PI will be required certify submissions before they are sent to the IRB for review. They will also have edit access to this study, can create follow-on submissions after Initial approval, and will be included in study communications.*

| Name | Organization | Address | Phone | Email | Trainings |
|------|--------------|---------|-------|-------|-----------|
|      |              |         |       |       | View      |

**TRAININGS**

| Course Name | Group | Stage | Status | Completion Date | Expiration Date |
|-------------|-------|-------|--------|-----------------|-----------------|
| Social-Behavioral-Educational Researchers | Social-Behavioral-Educational Researchers | Basic Course | Current | 6/25/2024 | 6/25/2027 |

⊘ CLOSE

*Updated 6/27/24*