

CITI Program Training

Version 2 – 5-6-26

UNC uses the CITI Program training platform to meet the compliance requirements for research activities, including IRB, IACUC, and external funding agency requirements. This guide provides basic information on how to access various trainings. Information on what trainings are required will be provided by the IRB, IACUC, or Pre-award Specialist.

I. Account setup.

All new users need to register with CITI. If you already have an account skip to II

1) Visit -

<https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0®ion=1&messages age=0>

2) Select Your Organization Affiliation – Find University of Northern Colorado on the list. Then Agree and Affirm.

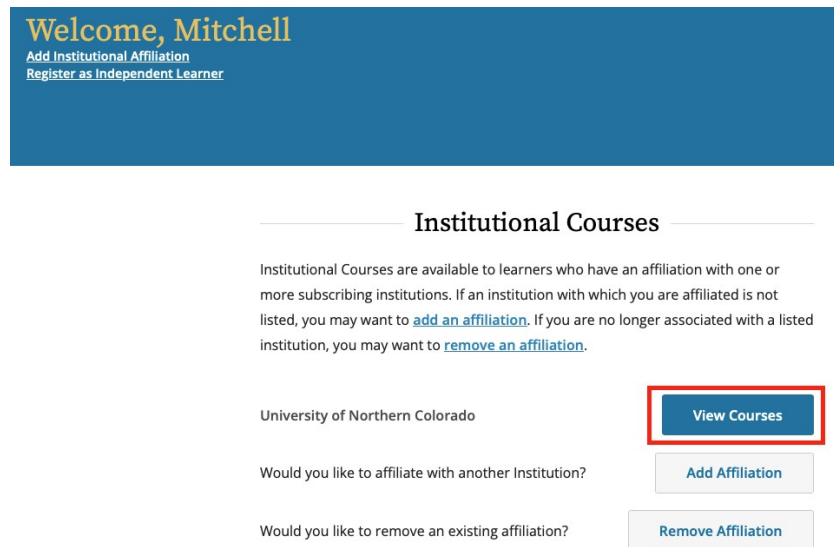
- 3) Create a CITI Program account – complete the remaining information to establish your account. NOTE: the e-mail address used is what will link to Streamlyne for IRB/IACUC purposes. For students, use your @bears.unco e-mail because this is how you will be setup in Streamlyne.

II. Course Access

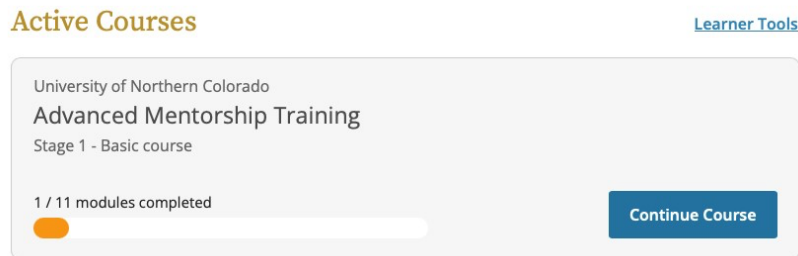
- 1) **Log In** to CITI using your account credentials. NOTE: this is not a UNCO SSO login. You will use the username and password you setup directly with CITI.

<https://www.citiprogram.org/index.cfm?pageID=14>

- 2) **Select University of Northern Colorado – View Courses**



- 3) **UNC Dashboard** - when you access the UNC Dashboard, you will see courses divided into multiple sections.
 - a. **Active Courses** – these are courses you have started but not completed



- b. **Courses Ready to Begin** – these are courses you have added that you have not started yet

Courses Ready to Begin

[Learner Tools](#)

University of Northern Colorado

CITI Export Controls Course

Stage 1

0 / 1 modules completed

[Start Now](#)

- c. Completed Courses – Courses you have already completed. NOTE: if you need a completion record for a course, you will obtain that by clicking on – View-Print-Share Record

Completed Courses

[Learner Tools](#)

University of Northern Colorado

Biomedical & Life Sciences - RCR

Stage 1

[Post-Course Survey](#) [i](#)

Passed 06-Feb-2024

[Review Course](#)

[View - Print - Share Record](#)

- d. Learner Tools – This is where you will add course to your profile using – Add a Course

Learner Tools for University of Northern Colorado

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

- 4) **Add courses** – under Learner Tools select 'Add a Course'. This will open a window to select which courses you want to add to your Dashboard. Clicking Next will return you to the Dashboard and the added course will show under Ready to Begin.

Select Curriculum

University of Northern Colorado

Please select the category or categories of courses you need to take below:

This question is required. Choose all that apply.

- ☐ Biomechanics Programs Group Courses.
- 1** ☐ Human Research Courses
- 2** ☐ Responsible Conduct of Research (RCR) courses
- ☐ Good Clinical Practice (GCP) courses
- ☐ Health Information Privacy and Security (HIPS) courses
- ☐ Financial Conflict of Interest
- ☐ Conflict of Interest
- 3** ☐ Lab Animal Welfare Courses
- ☐ Institutional/Signatory Official Courses
- ☐ IRB Chairs and Vice-Chairs
- 4** ☐ Export Compliance
- ☐ Revised Common Rule
- 5** ☒ Research Security Training
- 6** ☐ Advanced Mentorship Training

Start Over

Next

UNC subscribes to multiple different courses through CITI. The most commonly accessed courses are:

1. Human Research Courses – Required by IRB
2. Responsible Conduct of Research (RCR) courses – required for some grant proposals and some classes
3. Lab Animal Welfare Courses – Required by IACUC
4. Export Controls – requirements for faculty coming Fall 2026
5. Research Security Training – required for all grant submissions to NSF, NIH, and some other federal agencies
6. Advanced Mentorship Training – meets NSF mentorship requirements. New guidance coming summer 2026.

Other – other courses are required for specific program areas.

- 5) **Take courses** – Return to your UNC Dashboard and click ‘Start Now’ to begin a course. All courses contain multiple modules that do not need to be completed at one time. All courses have quizzes to confirm your knowledge with an 80% score required to pass a course. When you have completed a course download and save your Completion Certificate. Courses need to be retaken every 4 years to remain current on the content.