



Comprehensive Tip Sheet for Students

1) Go to <https://www.unco.edu/research/research-integrity-and-compliance/institutional-review-board/irb-training-resources.aspx>

2) Scroll down to the middle of the page and select **Link to the CITI website**

3) At the top of the new page, click the button that says **Register**

4) Under the box labeled Select Your Organization Affiliation, enter **University of Northern Colorado** into the search bar

5) Check both of the boxes below and click on the blue button that says **Continue to Create Your CITI Program Username/Password**

IRB Training Requirements

All researchers (and their advisor, if a student) conducting human subjects research must complete IRB training. This requirement can be met by completing the online CITI course or attending a live training session. Training must be successfully completed prior to receiving IRB approval. All training certificates are good for 4 years.

ONLINE TRAINING

- Faculty and staff must successfully complete **one** of the following CITI course groups:
 - Social & Behavior Research Investigators OR
 - Biomedical Research Investigators
- Students must completed the following CITI course group:
 - Students Conducting No More Than Minimal Risk Research

Refresher courses are available for each of the above groups upon expiration of your initial training.

- [Link to the CITI website](#)
- [Link to CITI log in instructions](#)

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨

University of Northern Colorado

University of Northern Colorado only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of University of Northern Colorado.

[Continue To Create Your CITI Program Username/Password](#)

- 6) Enter your **first name**, **last name**, and **email address** into the required boxes and click **Continue**

General Tip #1

Please register using your **student email** (abcd1234@bears.unco.edu). This way, your training certification can be automatically added to your IRB protocol.

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

- 7) Enter a **username**, **password**, and **security question/answer**, then click **Continue to Step 4**

General Tip #2

Enter your **PDID**, or the **first part of your student email** (abcd1234) as your username. We also recommend you use your UNC network password so you can easily remember your login in the future.

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

Continue To Step 4

- 8) Enter **United States** into Country of Residence and answer **Yes/No** for the following optional question, then click on **Continue to Step 5**

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?

Yes
 No

Continue To Step 5

- 9) For the following section about Continued Education Units (CEU): as an undergraduate researcher, it is highly unlikely that you will need to receive CEUs. Select **No** and hit **Continue to Step 6**

- 10) Select your **Language Preference** and fill out the **Institutional Email Address** and demographics section (only **Department** and **Role in Research** are required, but feel free to include information in the additional sections), then click **Continue to Step 7**

General Tip #2

For the section titled **Role in Research**, select **Principal Investigator** as your role (the list is alphabetical).

- 11) Under the following section that asks about categories of courses, select **Human Research Courses** and select **Next**.

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

Choose all that apply

- Biomechanics Programs Group Courses.
- Human Research Courses
- 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
- Lab Animal Welfare Courses
- Institutional/Signatory Official Courses
- IRB Chairs and Vice-Chairs
- Export Compliance
- Revised Common Rule

Next

- 12) When you are directed to the next section, click on **Students Conducting No More Than Minimal Risk Research** and select **Next**

CITI - Learner Registration

Welcome to the CITI Program. Your registration with University of Northern Colorado is complete.

Finalize Registration

- 13) Select **Finalize Registration** to complete your registration. Afterwards, you'll be able to view your UNC courses and begin training.

General Tip #6

Have any questions? Utilize the resources down below:

- **IRB FAQ:** <https://www.unco.edu/research/research-integrity-and-compliance/responsible-conduct-of-research/citi-training-in-the-responsible-conduct-of-research.aspx>
- **Specific Questions:** email nicole.morse@unco.edu or gabriela.masztalerz@unco.edu