Collaborative Institutional Training Initiative (CITI) Program

Instructions on Navigating CITI Program

- If you have any questions or need any assistance, please call the IRB (562-985-8147) and IRB@csulb.edu

Table of Contents

Section 1: New User Registration .......................................................................................... 2
  Registering as a New User ................................................................................................. 2
Section 2: Accessing Key Courses ......................................................................................... 5
  How to Access Key Courses ............................................................................................. 5
Section 3: Linking CITI Account to IRBNet ......................................................................... 8
Section 1: New User Registration

Registering as a New User

1. Click “Register” at https://www.citiprogram.org

2. Click “Select Your Organization Affiliation”.

3. Please enter California State University, Long Beach as the organization. Then, select “I agree” and “I affirm”. Click “Create a CITI Program account”.

California State University, Long Beach 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 California State University, Long Beach.

Create a CITI Program account
4. Provide your name and email address.

5. Provide your username, password, and security question/answer.
6. If applicable, you have the option to connect your ORCID ID. Provide your “Country of Residence” and answer the prompt. Click “Finalize Registration”. A verification email will be sent to your email, and you will need to click on the activation link.

Would you like to connect your ORCID® iD to your CITI Program account? ☑

Connect your ORCID ID

* 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

Finalize Registration
Section 2: Accessing Key Courses

For students, please complete either Social & Behavioral Research – Basic/Refresher OR Biomedical Research – Basic/Refresher.

For faculty advisors, please complete either Social & Behavioral Research – Basic/Refresher OR Biomedical Research – Basic/Refresher.

Alternatively, you may complete an accelerated course in either Faculty Advisors and Mentors (Biomedical Research) OR Faculty Advisors and Mentors (Social & Behavioral Research).

Biomedical Responsible Conduct of Research and Social & Behavioral Responsible Conduct of Research do not fulfill the requirement.

How to Access Key Courses

1. Login to your CITI account. Click “Courses”.

2. Under Institutional Courses, click “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](#).

California State University, Long Beach

Would you like to affiliate with another institution?

Would you like to remove an existing affiliation?
3. Scroll all the way down. Click “Add a Course”.

4. You will be provided with a series of enrollment questions. Please select the option that is applicable.

Under question #1, students are advised to select either option #1 or option #2. Faculty advisors are advised to select option #1, option #2, option #5, or option #6.

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**Question 1**

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

- Institutional/Signatory Official

- Faculty Advisors and Mentors (Biomedical Research)

- Faculty Advisors and Mentors (Social & Behavioral Research)

- Not at this time.
5. Answer the remaining questions as they relate to the study you are conducting. Once you have completed enrollment questions, click “Submit”.

6. The enrolled courses will now be displayed whenever you click “View Courses” under the “My Courses” tab.

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**California State University, Long Beach**

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?
Section 3: Linking CITI Account to IRBNet

1. Login to IRBNet using your username and password. Click on “User Profile” in the top-right corner.

2. Go to “External Accounts.” This section is where you will be specifically linking your CITI account to IRBNet. Click “Add an External Account.”

3. Provide your CITI Member ID # into the pop-up menu.
4. Your CITI Member ID # is located on the top-right corner of your CITI account. 
   **NOTE: Please do not use your Record ID.**

5. Select **“Continue.”** A verification email will be sent to your CSULB email address. 
   **Please allow up to 24 hours for the verification email to arrive.**

Once you receive the verification email, click the verification link and you are all set.