

## Instructions for Completing the CITI Training in Human Subjects Research

1. Go to the CITI website: [www.citiprogram.org](http://www.citiprogram.org)
2. At the “welcome” page, click on “**New Users Register Here**”
  - a. Under Item 1: Select “Central Michigan University” as your participating institution. You may leave the other items in this section blank.
  - b. Complete sections 2 –4 (user name – email address) and click “submit”.
3. On the next page, complete the demographic information.
  - a. Under “which course do you plan to take?” choose the selection that most closely matches what you would like to do (note that “refresher courses” are for those researchers who have already had training through CITI but need to update their certificates).
  - b. Under “role in human subjects research” choose the item that most closely reflects your role (note that most people will choose either principal- or co-investigator).
4. On the next screen you can click “Continue to Question 1 at this time.”
  - a. For Item 1, select the group you feel describes your research most closely.
  - b. Items 2 and 3 are optional. Select them if you would like to complete these modules as well.
5. On the next page, you may choose to add another institution in addition to CMU. If you only need to have CMU’s requirements, you would choose “No.”
6. In the center of the next page, you will see a section called “My Courses”. Under “status” of your courses, click “enter.”
7. On this next page, you will see the modules required of the type of researcher you indicated that you are. You do not need to complete all of the modules in one session. You may return to this system multiple times and CITI will keep track of which modules you have completed.
8. When you have completed your certification, please print your certificate and submit a copy to the IRB Office in 251 Foust Hall.
9. Contact us at: 989-774-6401 or [cmuirb@cmich.edu](mailto:cmuirb@cmich.edu)