



UNIVERSITY OF NORTH TEXAS®

### Human Subjects Training Requirement Collaborative Institutional Training Initiative (CITI) Instructions

1. Go to <https://www.citiprogram.org>
2. Click “Register” (top right hand corner of website)
3. Complete Step 1 - Under “Select Your Organization Affiliation” begin typing University of North Texas and when the list is presented, click “University of North Texas (Denton, TX)
  - a. Click the checkbox “I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.”
  - b. Click the checkbox “I affirm that I am an affiliate of the University of North Texas (Denton, TX). \*NOTE: If you are unaffiliated with UNT, do NOT click this option. Call the Office of Research Integrity and Compliance at 940-565-3941 or e-mail [untirb@unt.edu](mailto:untirb@unt.edu) for further instructions.\*
  - c. Click “Continue To Create Your CITI Program Username/Password”
4. Complete Step 2 – Personal Information (\*Important Note: Use your University issued e-mail address. The Secondary email address can be a personal email account.\*)
5. Complete Step 3 – Create your Username and Password
6. Complete Step 4 – Country of Residence
7. Complete Step 5 - Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?
8. Complete Step 6 - Please provide the following information requested by University of North Texas (Denton, TX) \*Note: You must provide your EUID.
9. In Step 7, Question 1, you must choose Social & Behavioral Research - Basic/Refresher or Biomedical Research - Basic/Refresher depending on which is applicable to your study.
  - a. If you are conducting a biomedical study, you may be required to take both courses.
  - b. Completing UNT RCR Basic course or the UNT RCR Refresher course will **NOT** satisfy human subjects training requirements.
  - c. Answer “No” to the other course offerings unless you have been instructed to register for other courses.
  - d. After all questions to Step 7 are completed, click “Complete Registration”
  - e. After registration is complete, select “Finalize Registration” on the next page to continue
  - f. The UNT Social & Behavioral Research - Basic/Refresher course and/or Biomedical Research - Basic/Refresher you selected should now appear on your “Main Menu” page. You may need to expand the drop-down box for them to appear. You may enter the course (by clicking the name of the course) and complete individual modules at your convenience, re-entering the course as needed. You will receive a “Completion Certificate” upon successful completion of all required modules.