

## As New User - Human Subjects Protection Training

A “new user” means that you have never completed CITI training before.

If you have completed CITI training at another institution, go to the guidance on [Transfer Certification from Another Institution](#).



## How do I create a CITI account?

Go to CITI's website: [www.citiprogram.org](http://www.citiprogram.org)

USA - English  Text Size: A A Log In | **Register** | Help

 Collaborative Institutional Training Initiative

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1. On the CITI home page under the “log in” option, look for the “Register” button under the “Create an Account” header.
2. Complete registration steps 1-6 to create your account. Under “Participating Institutions” select “**University of Denver**”.

**CITI - Learner Registration**

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

**Select Your Organization Affiliation**

Search for organization: Enter full or partial name

[Can't find your institution? It may use Single Sign On. Check here.](#)

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the “Continue to Step 2” button immediately below. To clear your selection and try again, click the “Search Again” button.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

In Step 2 of the CITI – Learner Registration, enter Personal Information.

**Personal Information**

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

Step 3 of the CITI – Learner Registration, create a CITI user name and password. Be sure to record your user name and password. The DU IRB does not have access to your user name or password if you forget them.

**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
<input type="text"/>	<input type="text"/>

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

3. From the Main Menu, select 'University of Denver Courses'. Select 'Add a Course' from the Learner Tools for DU.

## My Learner Tools for University of Denver

-  **Add a Course**
-  **Remove a Course**
-  **View Previously Completed Coursework**
-  **Update Institution Profile**
-  **View Instructions page**
-  **Remove Affiliation**

4. On this screen, answer **Question 1 – Human Subjects Research**. Select the course(s) that best represents your research – Social Behavioral Educational Research or Biomedical Research. Scroll to the bottom of the page and click '**Submit**'. The curriculum (required modules) for the research training will be listed.
5. Once you have successfully completed registration and finished the modules in a selected curriculum, a completion report will be available to document your training. It is strongly recommended that you save a copy of this report for your records. The DU IRB staff are CITI administrators and will confirm that you have successfully completed your training through logging directly into your CITI training profile.