



Step-by-Step Instructions for Human Subjects CITI Training: Social Behavioral & Education Research & Biomedical Research

To Register:

1. From the homepage, click the REGISTER button on the upper right portion of the screen.



Register

Log In

2. Choose a participating organization from the search box. Select 'University of Denver' and read and agree to the Terms of Service. Then click 'Continue to Step 2'.

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.

Continue To Step 2

QUICK LINKS

www.citiprogram.org

www.support.citiprogram.org

CONTACT

**Office of
Research Integrity
& Education**
Aspen Hall North
2280 S. Vine St.
Denver, CO 80208
303-871-2121

CITI Support
888-529-5929

3. Enter your First and Last name along with your email address. Please enter your name as you would like it to appear on your Completion Report received at the end of the course.

You can use any email address to register but we recommend you use your DU email address.

The screenshot shows a web form titled "CITI - Learner Registration - university of denver". At the top, there is a progress indicator for "Steps: 1 2 3 4 5 6 7", where step 2 is highlighted. The main section is titled "Personal Information" and contains the following fields:

- * indicates a required field.
- * First Name (text input)
- * Last Name (text input)
- * Email Address (text input)
- * Verify email address (text input)

Below these fields, there is a paragraph of 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."

At the bottom of the form, there are two more fields:

- Secondary email address (text input)
- Verify secondary email address (text input)

A blue button labeled "Continue To Step 3" is located at the bottom of the form.

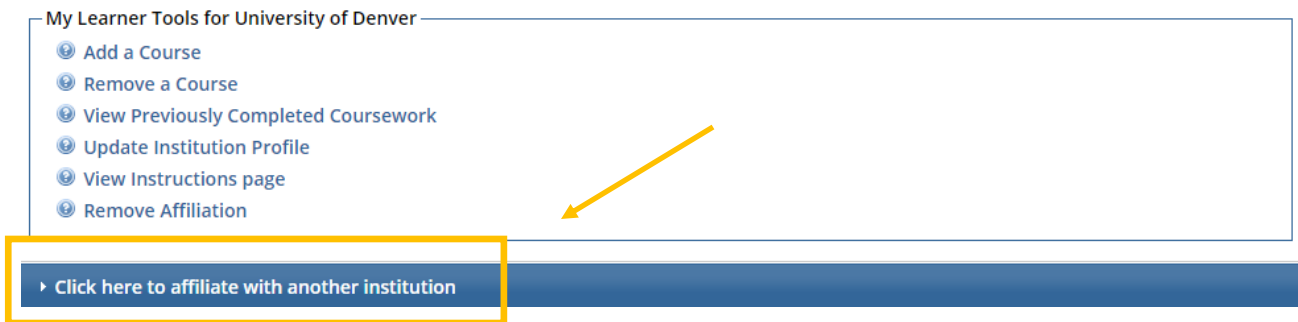
4. Continue to Step 3. Please choose a username and password for your account. Please follow the on screen instructions. Passwords are case sensitive.

Note: During this step, you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. The IRB does not have access to this information. You must contact the [CITI support](#) to retrieve or establish a new username or password.

5. Complete the remaining steps to complete new user registration

Existing CITI User? Affiliate your Training Profile with the University of Denver

1. Log in using your established username and password.
2. From the Main Menu on your profile, scroll to the bottom of the page and click on the “click here to affiliate with another institution” button. **DO NOT SELECT THE ‘SINGLE SIGN ON’ OPTION**
3. Type and choose the ‘University of Denver’ in the search box and click ‘Continue’ at the bottom of the page.
4. Answer the member information accordingly. **DO NOT SELECT ‘INDEPENDENT LEARNER REGISTRATION’ OR FEES WILL BE REQUIRED.**



Transferring Course Credit

If you would like to receive credit for modules previously taken, there are several requirements that must be met.

1. To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and the University of Denver). Follow the “Click here to affiliate with another institution” link on your Main Menu.
2. Once affiliated with both institutions, enroll in the courses that need to be transferred under both institutions. To do this, “Add a Course” under the University of Denver Courses. Enroll in the same stage of the course for a proper transfer to occur (e.g., Basic/Refresher).
3. Once you are enrolled in the courses, any modules and courses that are shared between the institutions will automatically transfer the credits.

SBER Research Investigators: Basic Course

1. On your Main Menu, select “Add a Course” under **My Learner Tools for University of Denver**
2. Under Question 1: Human Subjects Research, select Social Behavioral Education Research Investigators

Note: If your project is federally funded, answer Question 2 (RCR) and Question 3 (COI)

Note: DO NOT SELECT ‘IRB MEMBERS’ UNLESS YOU ARE A MEMBER OF THE DU IRB

Main Menu > Add a Course

Select Curriculum - University of Denver

* indicates a required field.

[View instructions page](#)

Question 1

Human Subjects Research

As required by the federal regulations, Human Subjects Protection (HSP) training must be completed before IRB approval will be granted. DU requires that this HSP training be completed and renewed within a four year period to be valid. Please choose the appropriate learner group(s) below based on your role and the type of human subjects activities you will conduct. You will be directed to the required modules as well as supplemental modules. The supplemental modules are provided for general interest only. Although it is recommended to complete these additional modules, you will not receive credit for completing them.

Choose all that apply

- Social Behavioral Educational Research Investigators
- Biomedical Research Investigators
- IRB Members
- Not at this time or I do not conduct Human Subjects Research

3. Scroll to the bottom of the page and click “Submit”
4. To begin the training, click on the name of the course. Complete all of the required modules. You must achieve an average score of 80% on all quizzes to pass.

University of Denver Courses	
Course ?	Status ?
SBER Research Investigators	Incomplete

Required and Elective Modules

Below is the list of required and optional modules in the SBER Research Investigators: Basic Course. Complete all **18** of the following Required Modules by clicking on the title. Training is complete when course status states, **Passed**.

Required Modules		
	Date Completed	Score
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
Research with Children - SBE (ID: 507)	Incomplete	0/0 (0%)
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	Incomplete	0/0 (0%)
International Research - SBE (ID: 509)	Incomplete	0/0 (0%)
Internet-Based Research - SBE (ID: 510)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
Conflicts of Interest in Human Subjects Research (ID: 17464)	Incomplete	0/0 (0%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)
Research with Older Adults (ID: 16502)	Incomplete	0/0 (0%)
Research with Persons who are Socially or Economically Disadvantaged (ID: 16539)	Incomplete	0/0 (0%)
Illegal Activities or Undocumented Status in Human Research (ID: 16656)	Incomplete	0/0 (0%)
FERPA for Researchers (ID: 17410)	Incomplete	0/0 (0%)
University of Denver (ID: 12728)	Incomplete	0/0 (0%)

For any questions or concerns regarding training, please contact the Office of Research Integrity and Education at 303-871-2121 or through IRBadmin@du.edu

Biomedical Researchers Investigators: Basic Course

1. On your Main Menu, select “Add a Course” under **My Learner Tools for University of Denver**
2. Under Question 1: Human Subjects Research, select Biomedical Research Investigators

Note: If your project is federally funded, answer Question 2 (RCR) and Question 3 (COI)

Note: DO NOT SELECT ‘IRB MEMBERS’ UNLESS YOU ARE A MEMBER OF THE DU IRB

Question 1

Human Subjects Research

As required by the federal regulations, Human Subjects Protection (HSP) training must be completed before IRB approval will be granted. DU requires that this HSP training be completed and renewed within a four year period to be valid. Please choose the appropriate learner group(s) below based on your role and the type of human subjects activities you will conduct. You will be directed to the required modules as well as supplemental modules. The supplemental modules are provided for general interest only. Although it is recommended to complete these additional modules, you will not receive credit for completing them.

Choose all that apply

- Social Behavioral Educational Research Investigators
- Biomedical Research Investigators
- IRB Members
- Not at this time or I do not conduct Human Subjects Research

3. Scroll to the bottom of the page and click “Submit”
4. To begin the training, click on the name of the course. Complete all of the required modules. You must achieve an average score of 80% on all quizzes to pass.

University of Denver Courses	
Course ?	Status ?
Biomedical Research Investigators	Incomplete

Required and Elective Modules

Below is the list of required and optional modules in the Biomedical Researchers Investigators: Basic Course. Complete all **19** of the following Required Modules by clicking on the title. Training is complete when course status states, **Passed**

Required Modules		
	Date Completed	Score
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)
Genetic Research in Human Populations (ID: 6)	Incomplete	0/0 (0%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Research Involving Children (ID: 9)	Incomplete	0/0 (0%)
Research Involving Pregnant Women, Fetuses, and Neonates (ID: 10)	Incomplete	0/0 (0%)
FDA-Regulated Research (ID: 12)	Incomplete	0/0 (0%)
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Conflicts of Interest in Human Subjects Research (ID: 17464)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
Research with Older Adults (ID: 16502)	Incomplete	0/0 (0%)
Research with Persons who are Socially or Economically Disadvantaged (ID: 16539)	Incomplete	0/0 (0%)
Data and Safety Monitoring in Human Subjects Research (ID: 17433)	Incomplete	0/0 (0%)
Public Health Research and Public Health Practice (ID: 17638)	Incomplete	0/0 (0%)
International Studies (ID: 971)	Incomplete	0/0 (0%)
University of Denver (ID: 12728)	Incomplete	0/0 (0%)

Elective Modules		
	Date Completed	Score
Research with Older Adults (ID: 16502)	Incomplete	0/0 (0%)
Research with Persons who are Socially or Economically Disadvantaged (ID: 16539)	Incomplete	0/0 (0%)
Research with Critically Ill Subjects (ID: 16592)	Incomplete	0/0 (0%)
Research with Decisionally Impaired Subjects (ID: 16610)	Incomplete	0/0 (0%)
Illegal Activities or Undocumented Status in Human Research (ID: 16656)	Incomplete	0/0 (0%)
Research with Subjects with Physical Disabilities & Impairments (ID: 16657)	Incomplete	0/0 (0%)
Research Involving Subjects at the End-of-Life (ID: 16658)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
Research with Prisoners - SBE (ID: 506)	Incomplete	0/0 (0%)
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	Incomplete	0/0 (0%)
International Research - SBE (ID: 509)	Incomplete	0/0 (0%)

Completion Report

Print and Save an electronic copy of your Completion Report for your records. You can then upload this document into your IRBNet profile using the Track Training feature in IRBNet.

[SBER Research Investigators](#) Passed 03-Jul-2015 **View-Print-Share** Post-course evaluation

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

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