CITI TRAINING USER’S GUIDE
FOR RESEARCH ASSISTANTS

Log on to www.citiprogram.org

Click on “Register” to create username

Step 1 - Select Texas A & M International University from the drop-down menu
Step 2 - Enter your name & email address

Step 3 – create your username and password
Step 4 – gender, ethnicity and race questions

**Gender, Ethnicity and Race**

Why does CITI Program ask about your gender, race and ethnicity? *
Why does CITI Program use these categories? *
Why does CITI Program ask about your gender? *
* indicates a required field.

**Your Gender Is:**

- Male
- Female
- I would rather not disclose

**Your Ethnicity Is: (You may choose only one)**

- Hispanic or Latino
- Not Hispanic or Latino
- I would rather not disclose

**Your Race Is: (You may choose more than one)**

- American Indian or Alaska Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- I would rather not disclose

Step 5 – Continuing Education Unit (CEU) credit and surveys

Most research assistants should select “no”. Some fields of study such as nursing and psychology require annual CEU credits to maintain certifications and this course can partially satisfy requirements. Select an answer to the research survey question.

**Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

If you answer "yes", you will be provided with information before you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information must be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will not see information about the CEU credits available for courses before you start them or after completing them, and you will be ineligible for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your profile.

If you're not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

If you answered “yes”, please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- AMA PRA Category 1 Credits
- Nurses (CNE Credits)
- Other
- Psychologists (CEP Credits)

**Can CITI Program contact you at a later date regarding participation in research surveys?**

- Yes
- No
- Not sure. Ask me later
Step 6 – Fill in information with asterisks next to it. Institutional email address is your email address. For “role in human subjects research” - select “Research Assistant”

**Please provide the following information requested by Texas A&M International University**

- Language Preference
- Institutional email address
- Gender
- Highest degree
- non-PhD: If you are a non-PhD person list your faculty mentor.
- Employee Number
- Department

- Role in human subjects research

Select one of the “Basics Human Subjects” courses—most select “Social & Behavioral Focus”

You should now be sent a validation email and there is a link in that email that you need to click on to validate it. After you click on the link, you should see this:

**Thank you. Your email has been validated and your registration complete. Click here to log into your CITI account.**
Step 7 – Select Curriculum

Select an answer for Question 1 - select “Students conducting no more than minimal research”. Skip Question 2.

Select an answer for question #3, either select the “Responsible Conduct of Research course” that is appropriate for your field of study or “not at this time”.

Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time, Thank you.
Then click on Main Menu tab – you should now see the course(s) you registered for.

If you don't see a course you need to take, click on "Add a Course" and follow instructions as described above.

**Step 8 – Beginning the course**
Click on the course name to complete the courses (you can complete course in multiple sessions - it doesn't have to be all at once). IRB training is good for 1 year, IACUC training is good for 2 years, and Responsible Conduct of Research Training is good for 4 years. The CITI program will email you a reminder when you are due to take refresher training.
Click on “Integrity Assurance Statement” and answer that question.

If you have any problems getting set up to do the courses or forget your username/password please contact grants@tamiu.edu for assistance.