

CITProgram Log-In Instructions

For New Researchers:

1. Go to the external-based website www.citiprogram.org
2. Click on the “Register” button to create a new account. Then select “Log In Through My Organization”.

The screenshot shows the CITI Program website. At the top, there is a navigation bar with the CITI PROGRAM logo and a language dropdown set to English. Below the logo, there are three buttons: LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER. A red arrow points to the REGISTER button, and a pink arrow points to the LOG IN THROUGH MY ORGANIZATION button. Below the navigation bar, there is a section titled 'CITI - Learner Registration' with a progress bar showing steps 1, 2, 3, and 4. Below the progress bar, there are two buttons: 'Select Your Organization Affiliation' and 'Independent Learner Registration'. Below these buttons, there is text explaining the options. The 'Select Your Organization Affiliation' option is for persons affiliated with a CITI Program subscriber organization. The 'Independent Learner Registration' option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted. At the bottom, there is a link to the getting started guide or video.

3. On Step 1, select “University of California, Santa Barbara (SSO)” from Participating Institutions.

The screenshot shows the 'CITI - Learner Registration - University of California, Santa Barbara' page. The progress bar shows steps 1, 2, 3, 4, 5, 6, and 7. Below the progress bar, there is a section titled 'Select Your Organization Affiliation'. Below this section, there is text explaining the options. The 'University of California, Santa Barbara (SSO)' option is selected in the dropdown menu. A red arrow points to this option. Below the dropdown menu, there is text explaining the options. The 'University of California, Santa Barbara' option allows the use of Single Sign On (SSO) or a CITI Program username/password for access. The 'Single Sign On (SSO)' option requires a username and password issued by University of California, Santa Barbara. Below this text, there are two checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of California, Santa Barbara.' Below these checkboxes, there are two buttons: 'Log in with University of California, Santa Barbara' and 'Create a CITI Program account'.

4. On Step 2, log in with your UCSB Net ID and password.

The screenshot shows the 'CITI - Learner Registration - University of California, Santa Barbara' page, Step 2: Personal Information. The progress bar shows steps 1, 2, 3, 4, 5, 6, and 7. Below the progress bar, there is a section titled 'Personal Information'. Below this section, there is text explaining the options. The 'Email Address' field is highlighted with a red arrow, and a text box says 'Be sure to use your UCSB email address'. Below the 'Email Address' field, there is a 'Verify email address' field. Below these fields, there is text explaining the options. The 'Secondary email address' field is highlighted with a red arrow, and a text box says 'Be sure to use your UCSB email address'. Below the 'Secondary email address' field, there is a 'Verify secondary email address' field. Below these fields, there is a 'Continue to Step 3' button.

5. On the Member Information Page, for “Role in Human Subjects”, choose the field that most closely relates to your research status (disregard the Human Subjects part).
 - For example, if you are an undergraduate working in a laboratory, select “Student Researcher-Undergraduate.”
 - For “Which Course Do You Plan to Take” select “Basic Human Subjects- Social & Behavioral Focus”.
6. Skip Question 1

Question 1

Responsible Conduct of Research

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose all that apply

☐ 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

Skip Question 1 and move on to Question 2

7. Question 2 select “no”

*** Question 2**

Would you like to take the Conflict of Interest mini-course?

Choose one answer

☐ Yes

☒ No

Select "No" for Question 2

8. Skip Question 3
9. Question 4: Select the Human Subject Research course that most closely aligns to the research you will be conducting

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose One



- ☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- ☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ IRB Chair
- ☐ Not at this time.

10. Question 5: Select “Not at this time, thank you.”

* Question 5

Please select the Good Clinical Practice course that you will like to review.

Choose all that apply

- ☐ Group 1: Faculty
- ☐ Group 2: Administrators
- ☒ Not at this time, thank you.

Select "Not at this time"

Complete Registration

11. Click on "Complete Registration" and then "Finalize Registration" to finish the registration process.
12. To view all course added to your curriculum, click the 'My Courses' heading. Then click the 'View Courses' button under the Institutional Courses section.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of California, Santa Barbara

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

To Affiliate Your Citiprogram Curriculum with UCSB:

1. Go to the external-based website www.citiprogram.org
2. If you have previously completed course work through Citiprogram while at another institution, you may be able to transfer your completed courses to UCSB.
3. Logon using your username and password from your previous institution.
4. Then click on the “Add Affiliation” link in the Institutional Courses section.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

| | |
|---|------------------------------------|
| University of California, Santa Barbara | View Courses |
| Would you like to affiliate with another Institution? | Add Affiliation |
| Would you like to remove an existing affiliation? | Remove Affiliation |

5. Type “University of California, Santa Barbara” into the field, agree to the Terms of Service, and affirm that you are affiliated with UCSB. Click the ‘Continue’ button.

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

University of California, Santa Barbara

University of California, Santa Barbara

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

6. Once you have completed your affiliation with UCSB on the Citiprogram website, email the HSC at hsc@research.ucsb.edu with your name, PI, and the protocol numbers you will be working on.