



Texas Health
Resources®

Institutional Review Board

INSTRUCTIONS ON CREATING A CITI
ACCOUNT

GO TO THE CITI WEBSITE AT:
<https://www.citiprogram.org>



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Courses ▾

Resources

Support ▾



Register

Log In

+1 888.529.5929

English ▾

CLICK ON REGISTER

Courses > Human Subjects Research (HSR)

Revised Common Rule

Comprehensive training covering the Final Rule updates to the Common Rule.

ORGANIZATIONS

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English

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CITI - Learner Registration

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

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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

———— or ————

Independent Learner Registration

Use this option if you are paying for your courses. This 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.

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

Type in
Texas
Health



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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

texas health

- Texas Health Research & Education Institute
- University of North Texas Health Science Center
- University of Texas Health Science Center at Houston
- University of Texas Health Science Center at Tyler
- University of Texas Health Science Center San Antonio

Independent Learner Registration

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CITI - Learner Registration

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

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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

Texas Health Research & Education Institute

Texas Health Research & Education Institute only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- ☒ I AGREE to the [Terms of Service](#) for accessing CITI Program materials.
- ☒ I affirm that I am an affiliate of Texas Health Research & Education Institute.

Continue To Create Your CITI Program Username/Password

Check the boxes and select "Continue to Create your CITI Program Username/Password"

———— or ————



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CITI - Learner Registration - Texas Health Research & Education Institute

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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

[Continue To Step 3](#)

COMPLETE
YOUR
PERSONAL
INFORMATION

CONTINUE
TO STEP 3



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CITI - Learner Registration - Texas Health Research & Education Institute

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

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

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

* Security Answer

[Continue To Step 4](#)

CONTINUE TO
COMPLETE YOUR
INFORMATION AND
CONTINUE TO
STEP 4



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CITI - Learner Registration - Texas Health Research & Education Institute

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

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

[Continue To Step 5](#)

CONTINUE TO
COMPLETE YOUR
INFORMATION THEN
CONTINUE TO STEP 5

CITI - Learner Registration - Texas Health Research & Education Institute

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

* indicates a required field.

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

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

☐ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

☐ No

If you picked "YES", please check below the one type of credit you would like to earn

- ☐ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- ☐ Psychologists - APA Credits
- ☐ Nurses - ANCC CNE
- ☐ Other Participants - Certificates of Participation
- ☐ Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

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

- ☐ Yes
- ☐ No
- ☐ Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? 🗨️

- ☐ Yes
- ☐ No

Continue To Step 6

COMPLETE YOUR
INFORMATION
AND CONTINUE
TO STEP 6

PLEASE NOTE THE THR IRB IS NOT
RESPONSIBLE FOR THE COST SHOULD YOU
SELECT TO PURCHASE CE CREDITS. IF YOU
ELECT TO PURCHASE CE CREDITS YOU WILL
BE REQUIRED TO PROVIDE PAYMENT
UPFRONT.

CITI - Learner Registration - Texas Health Research & Education Institute

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

Please provide the following information requested by Texas Health Research & Education Institute

* indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

Employee Number

* Department

* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue To Step 7](#)

COMPLETE YOUR
INFORMATION AND
CONTINUE TO STEP 7.
Please note your
Institutional email
address must match
the email address used
in IRBNet.

NOTE:

For Users that completed HCCA or NIH training, please select "This is my first time completing CITI".



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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* If this is your first time completing CITI training, please select to enroll in the Basic Course.

If you have previously completed the Basic Course, you may select to enroll in a Refresher.

Choose one answer

- ☐ This is my first time completing CITI training. Please direct me to the Basic Courses.
- ☐ I have completed the Basic Course previously. Please direct me to the Refresher courses.

Select

Next

NOTE: REQUIRED MODULE

"Study Staff Conducting Biomedical Studies" should be selected if you are an Investigators/Study Staff involved with research.

Please disregard the courses IRB Staff and IRB Member unless you are an IRB Member.

"HUD (Humanitarian Use Device Studies) Only" course is for Investigators/Study Staff involved **with only** HUD's. If you are involved in research studies in addition to a HUD(s), please complete the "Study Staff conducting Biomedical Studies" course.

Select the correct Role.
Most will select "Study Staff
conducting Biomedical
Studies"



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CITI - Learner Registration

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

* indicates a required field.

*

Human Subjects Research - Basic

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 answer

- ☒ Study Staff conducting Biomedical Studies
- ☐ IRB Staff
- ☐ IRB Member
- ☐ HUD (Humanitarian Use Device Studies) Only- Study Staff

Next



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CITI - Learner Registration

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

* indicates a required field.

Select below to enroll in the IRB Chair or Institutional/Signatory Official: Human Subject Research courses

For IRB Members and/or Supervisor

Choose all that apply

- ☐ IRB Chair
- ☐ Institutional/Signatory Official: Human Subject Research
- ☐ Not at this time or not applicable.

This Module Only
applies to IRB
Members/Chairs,
select "Not at this
time"

Next

NOTE: REQUIRED MODULE



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CITI - Learner Registration

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

* indicates a required field.

*

Research Privacy Training

Please select below if you are required to complete the Research Privacy Training.

Choose one answer

☐ Research Privacy Training

☐ Not at this time.

This module **is required** for all except HUD submissions

[Next](#)

Note:

Your PI or Study Site may require you to complete this module. Please select the option that applies. This module is not required for IRB Training purposes.



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CITI - Learner Registration

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

* indicates a required field.

Good Clinical Practice

Please select below, according to your role, to enroll in the Good Clinical Practice (GCP) course.

Optional ONLY

Choose one answer

- ☐ New/Current Study Staff without GCP training
- ☐ GCP for other learners
- ☐ Not at this time.

This is not an
IRB required
Module, select
not at this time

Next



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CITI - Learner Registration

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

* indicates a required field.

Information Privacy Security

Please select below if you are required to complete the Information Privacy Security (IPS) course.

Optional ONLY

Choose one answer

- ☐ Information Privacy Security (IPS) for All Learners
- ☐ I am not required to complete the IPS course at this time.

This is not a
required Module

Next



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CITI - Learner Registration

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

* indicates a required field.

Responsible Conduct of Research

Please select below, according to your role, to enroll in the Responsible Conduct of Research (RCR) course.

Optional ONLY

Choose one answer

- ☐ Study Staff RCR
- ☐ IRB Staff RCR
- ☐ IRB Member RCR
- ☐ Not at this time.

This is not a
required
module

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CITI - Learner Registration

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

* indicates a required field.

Conflicts of Interest

Please select below to enroll in the Conflicts of Interest (COI) course.

Optional ONLY

Choose one answer

- ☐ Conflicts of Interest
- ☐ Not at this time.

This is not a
required
module

Next



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CLICK TO
FINALIZE
YOUR
REGISTRATION

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Texas Health Research & Education Institute is complete.

[Finalize Registration](#)



✓ Your registration has been completed successfully.

▼ Texas Health Research & Education Institute Courses

Course ?	Status ?	Completion Record ?	Survey ?
Research Privacy Training	Not Started	Not Earned	
Study Staff conducting Biomedical Studies	Not Started	Not Earned	

My Learner Tools for Texas Health Research & Education Institute

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

► Affiliate With Another Institution

► Affiliate as an Independent Learner

Your selections are complete and you may begin your coursework by clicking on the Course Title



[Home](#) > [Course Research Privacy Training](#)

Research Privacy Training - Basic Course

To pass this course you must:

- Complete the required module
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score

0%

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)


You must complete the Assurance Statement before beginning the course

Required Modules

	Date Completed	Score
Research Privacy Training (ID: 16973)	Incomplete	0/0 (0%)

You must complete the Assurance Statement before beginning the courses

You will need to link your IRBNet Profile with your CITI account so your training may be uploaded to your IRBNet Profile. Please refer to additional instructions located on the IRB website @ [IRBNET AND CITI INFORMATION](#) there is no need for you to provide a copy of your CITI Training to the IRB Office.



Collaborative Institutional Training Initiative

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IRB TexasHealth
ID 7094713
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Main Menu / My CoursesMy ProfilesMy RecordsMy CEUsSupport

Home > Course Study Staff conducting Biomedical Studies

Study Staff conducting Biomedical Studies - Basic Course

To pass this course you must:

- Complete all 12 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or change the overall score, BUT completed CE certified modules will count toward CME credits (AMA PRA, Psychology credits, nursing credits as applicable).

Your Current Score
0%

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules

	Date Completed	Score
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	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%)
FDA-Regulated Research (ID: 12)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)	Incomplete	0/0 (0%)
Conflicts of Interest in Human Subjects Research (ID: 17464)	Incomplete	0/0 (0%)

Supplemental Modules

	Date Completed	Score
Supplemental modules, if provided, are optional and do not count towards passing the course or change the overall score, BUT completed CE certified modules will count toward CME credits (AMA PRA, Psychology credits, nursing credits as applicable).		
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)