

# Instructions for *CITI* Learners

The curriculum for your course has been defined by your institution according to your role in Human Subjects Research or in the Lab Animal Welfare.

## CITI Registration Instructions:

If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site:

1. For those who are new to the CITI website, please click on the [CITI Home Page](#)
2. Click on **Register Here**.
3. Choose **Sam Houston State University** as the **Participating Institution**.
4. Complete questions 1-7.
5. Click **Submit**.
6. Complete the necessary required **Member Information**.
7. Select your Curriculum: i.e., SHSU Human Subjects if conducting research involving work with Human Subjects or SHSU Animal Welfare if conducting research involving work with Animal Subjects.
8. Click **Submit**.
9. **Check No to continue with your current institution.**
10. You should be at your Main Menu at this point, and you can begin your course(s).

## To Start the Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in human subject research/Lab Animal Welfare.
2. Your institution has prescribed your course curriculum.
3. After you submit, you will be given the opportunity to affiliate with a VA Medical Center. If you are not doing work at a VA Medical center, answer **"NO"** and **Submit**.
4. The next page is the **Main Menu**. This page lists the courses you have chosen. The Main Menu also provides a number of **Course Utilities** designed to help you.

- You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
  - You may "**Add a course or update your learner groups** " This link will take you to the enrollment questions and permit you to change your "**Learner Group**" by providing new responses to the enrollment questions.
5. The red link ([Enter](#) or [Re-Enter](#)) will permit you to **Begin/Continue the Course**.
  6. Please complete the **Integrity Assurance** module presented at the top. The system will allow you to start taking the courses after completing it.
  7. Complete the required modules and associated quizzes.
  8. Complete any "**Elective**" modules.
  9. When you complete all Required Modules in your curriculum, you will be shown a link to "[Optional Modules](#)" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
  10. When you complete all required modules successfully, you may print your completion report through the link: "[Print](#)" in the Learner's menu

The **Basic Course** for Humans Subjects Research and the Lab Animal Welfare **Core Courses** will require 4-6 hours to complete depending on the curriculum prescribed by your organization. You are encouraged to use multiple log-on sessions.

## To Complete the Course:

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.

- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report.
- Submit a voluntary, anonymous user satisfaction survey.

## Questions:

- Technical issues should be addressed to [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu) or to 305 243-7970.
- Questions regarding your requirements should be addressed to your IRB or IACUC training coordinator:
  - IRB: Trisha Allen – **Email:** [trishaallen@shsu.edu](mailto:trishaallen@shsu.edu); **Phone:** 936.294.3876
  - IACUC: Sharla Miles – **Email:** [sharla\\_miles@shsu.edu](mailto:sharla_miles@shsu.edu); **Phone:** 936.294.4875