



# Sam Houston State University

*A Member of the Texas State University System*

## OFFICE OF RESEARCH AND SPONSORED PROGRAMS

### Adding a Course to your Learner Account in the CITI Training Program:

1. Log into your CITI Training account
2. Click View Courses next to Sam Houston State University:

Sam Houston State University

View Courses

3. Under the Learner Tools for Sam Houston State University, you will see several options:

- **Add a Course** takes you to the institution's course enrollment questions where your responses will place in a course. You will be presented with a series of questions or options to enable you to enroll in the courses appropriate to the curriculum selected by your institution.
- **Remove a Course** takes you to your current course list, allowing you to remove any courses that are not needed.
- **View Previously Completed Coursework** allows you to see your past scores, view course expiration dates, and print-view-share completion records.
- **Update Institution Profile** allows you to update your institution specific details, such as your institutional ID or employee number, email, department, role in research, etc.
- **View Instructions Page** provides institution specific information if your institution has provided it.
- **Remove Affiliation** allows you to remove the institutional affiliation.

4. To add an assigned course to your learner account, click **Add a Course** (see below):

#### Completed Courses

Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

#### Learner Tools for CITI Program

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

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5. After selecting **Add a Course** you will be directed to answer course enrollment questions designated by your institution. If you are unsure of which course(s) you are required to take, please contact Sharla Miles at [sharla\\_miles@shsu.edu](mailto:sharla_miles@shsu.edu). Scroll to the appropriate enrollment question (e.g., Q3=Human Subjects Research—Do you conduct studies that involve Human Subjects? Choose the appropriate course.)
6. Select the most appropriate course for your discipline. While most faculty, staff, and students need to select *Social-Behavioral-Educational Researchers*, some disciplines should select *Biomedical Researchers* (e.g., Forensic Science, Kinesiology, Nursing, and COM faculty, staff, and students) or *Criminal Justice* (**ONLY** for CJ majors, faculty, and staff or Psychology majors and faculty working with prisoners).
7. Once you have selected the course you need or have been assigned, scroll down to the bottom of the page, and click Submit, which will take you back to your learner account where your active and completed courses can be found.

### **Removing a Course to your Learner Account in the CITI Training Program:**

1. Log into your CITI Training account
2. Click View Courses next to Sam Houston State University:

Sam Houston State University

View Courses

3. Under the **Learner Tools for Sam Houston State University**, you will see several options:
  - **Add a Course** takes you to the institution's course enrollment questions where your responses will place in a course. You will be presented with a series of questions or options to enable you to enroll in the courses appropriate to the curriculum selected by your institution.
  - **Remove a Course** takes you to your current course list, allowing you to remove any courses that are not needed.
  - **View Previously Completed Coursework** allows you to see your past scores, view course expiration dates, and print-view-share completion records.
  - **Update Institution Profile** allows you to update your institution specific details, such as your institutional ID or employee number, email, department, role in research, etc.

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- **View Instructions Page** provides institution specific information if your institution has provided it.
  - **Remove Affiliation** allows you to remove the institutional affiliation.
4. To remove an assigned course to your learner account, click **Remove a Course** (see below):

### Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

#### Learner Tools for CITI Program

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

5. After selecting **Remove a Course** you will be directed to the course enrollment questions designated by your institution.
6. Select (check the box) the course that you want to remove.
7. Click Submit.
8. Click Submit, which will take you back to your learner account where your active and completed courses can be found.

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