NAU
New CITI Account

Guidance for Signing up
Go to the CITI website

Website address: https://www.citiprogram.org/
Register

Click “Register” to begin the sign-up process
Affiliate With NAU

Search: “Northern Arizona University” in the text box
Proceed to Step 2 once Northern Arizona University has been affiliated
Personal Information

Complete as directed and proceed to step 3
Username Creation

Select a username and password according to the guidelines. Select a security question and proceed to step 4.
Demographics

Complete these optional questions, as directed, and proceed to step 5.
CE Credit Option

Unless you are interested in the Continuing Education Unit credits, you should answer No to these questions and continue on to step 6. Please note: there is an individual cost/charge for those units that the University does not cover.
Provide your NAU email address, gender, highest degree obtained, role in research (most likely “principle investigator”; only NAU IRB board members should select “IRB Member”), office phone, and select a course from among three “Basic Human Subjects” courses depending on your area of focus. If you are conducting research funded by NIH or NSF, select “Responsible Conduct of Research”. Proceed to step 7.
Check the box that states you will be conducting research with human beings, even if you are not conducting the research yourself. Again, if you are conducting research funded by NIH or NSF, also select “Responsible Conduct of Research”. Select Next.
First Time User?

If you are registering for the first time, select “No, I have not completed the Basic Course...” If you are returning, you can select to take the refresher course. Select Next.
Learner Group

Select the Learner Group that most appropriately applies to you (Health & Human Services, Social & Behavioral Research, or Engineering & Natural Sciences) and click on Next. Group 4: “IRB members” is only for people serving on the Institutional Review Board. Do not select this group if you are not on the board.
**This step only applies to those who have selected Responsible Conduct of Research as mentioned in the previous slide (NIH or NSF funding). If you did not select Responsible Conduct of Research, you will not see this page**

Select the option that is most appropriate to you:

- Researchers
- Research Administrators
Finalize Registration

Your registration with NAU is complete! Click “Finalize registration” to proceed.
Main Menu

Under “Courses” will be a list of modules that need completion. Click on each individual course to begin. You are now ready to begin training!

Note: If you do not have NIH or NSF funding you will not see “Researchers Responsible Conduct of Research” Course. You will only see the learner group that you selected previously.
Integrity Assurance Statement

Please note: Once you enter a course, before you can begin, you will need to complete the Integrity Assurance Statement.

To pass this course you must:

- Complete all 11 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 the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course
Beginning the Module

Once you have completed the integrity Assurance Statement, you will be brought back to the screen with your list of modules. The first module will be highlighted in blue. You will need to score a 80% or better in each module to be considered passing. Each module will become available once you have taken the preceding one.
Supplemental Modules

Once you have completed the required quizzes, you may wish to take the “Optional” modules. These are for general interests only. Feel free to skip.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Already Taken?</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Report and CITI Course Introduction (ID: 1127)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Students in Research (ID: 1321)</td>
<td>01/14/16</td>
<td>4/5 (80%)</td>
</tr>
<tr>
<td>The Federal Regulations - SBE (ID: 502)</td>
<td>01/14/16</td>
<td>4/5 (80%)</td>
</tr>
<tr>
<td>Assessing Risk - SBE (ID: 503)</td>
<td>01/14/16</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Informed Consent - SBE (ID: 504)</td>
<td>01/14/16</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Privacy and Confidentiality - SBE (ID: 505)</td>
<td>01/14/16</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Research with Prisoners - SBE (ID: 506)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Research with Children - SBE (ID: 507)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Research in Public Elementary and Secondary Schools - SBE (ID: 508)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>International Research - SBE (ID: 509)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>International Studies (ID: 971)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Internet-Based Research - SBE (ID: 510)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Conflicts of Interest in Research Involving Human Subjects (ID: 488)</td>
<td>Optional</td>
<td>--</td>
</tr>
<tr>
<td>Native American Research by University of Arizona (ID: 12412)</td>
<td>Optional</td>
<td>--</td>
</tr>
</tbody>
</table>
Once you have completed the required course, your Status will now reflect Passed along with the date of completion. This is your CITI training date and is valid for four years.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researchers Responsible Conduct of Research</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
<tr>
<td>Social &amp; Behavioral Research</td>
<td>Passed</td>
<td>Print Report</td>
<td>Post-course evaluation</td>
</tr>
<tr>
<td></td>
<td>01/14/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other odds and ends:

• The IRB no longer requires you to produce your CITI completion report. The IRB has access to these dates. You can print or save your completion report for other purposes.
• You can log back into CITI to:
  • Take unfinished modules
  • Access your completion reports
  • Add or change your affiliated institution
Questions?

Contact us at IRB@nau.edu