



**How to create a CITI account (for people new to CITI):**

- Head to the [CITI](#) website
- Click **Register**
- Click **Select Your Organization Affiliation**
- Search for and select Colorado Mesa University from the dropdown menu
- Agree, affirm, and click **Create a CITI Program Account**
- Fill out the fields

**How to add an affiliation with Colorado Mesa University (for people who already have a CITI account):**

- Log into [CITI](#)

- Under the welcome message on the left in the blue banner, click “Add Institutional Affiliation”  
**OR**
- Under the Institutional Courses introduction, click “Add an Affiliation” in the description  
**OR**
- Click on your name in the top right corner
- Click “Profiles” on the dropdown menu
- Under the Institutional Profiles section, click “Add an Affiliation”

**THEN:**

- Search for Colorado Mesa University and select when it appears on the dropdown menu
- Agree to the terms and affirm that you are affiliated with CMU

**How to add the IRB required Social/Behavioral course (for everyone):**

- You should be automatically taken to the “Add a Course” enrollment questionnaire after completing your account set up or affiliation with CMU
- For Question #1, choose “Social & Behavioral Research Investigators” (see image below)
- Skip to the final question, #11, and select “No.”
- Click “Submit”
- The **Social/Behavioral Research Course** should now appear on the “My Courses” page

QUESTION 1

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 answer

☐ Biomedical Researchers

☒ **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.



To ADD a course any time after your account is set up, such as Social and Behavioral Responsible Conduct of Research:

- Click on the blue “View Courses” button for Colorado Mesa University
- Scroll to the bottom of the page until you see “Learner Tools for Colorado Mesa University”
- Click on “Add a course”
- Answer question 1 of the enrollment questionnaire as applicable:
  - e.g., “Biomedical Researchers” for Biomedical Researchers course or “Not at this time”
- Answer question 2 as applicable:
  - e.g., “Social and Behavioral Responsible Conduct of Research Course” or skip the question
- Skip all questions that are not applicable. Question 1 is the only one that requires an answer.
- Submit

To REMOVE a course you don’t need, such as the COVID-19 courses (Back to Campus, Remote Contract Tracing, etc.):

- Click on the blue “View Courses” button for Colorado Mesa University
- Scroll to the bottom of the page until you see “Learner Tools for Colorado Mesa University”
- Click on “Remove a course”
- Check the box for the course you want to delete from your account.
- **NOTE:** Only remove a course if you have not completed it and are not required to complete it. Removing a course after you have started or completed it **will delete all records of your work** in that course. *Any module can be re-taken at any time to increase your quiz grade, so do not remove a course to re-do a quiz.*
- Submit

To receive credit for your CITI training from another institution / check if it fulfills CMU’s requirements:

- Follow the above instructions to ADD the course via the enrollment questionnaire
- Click on the blue “View Courses” button for Colorado Mesa University
- Find the course:
  - If it is under **Completed Courses**: all CMU required modules were fulfilled by your training at the other institution. Congratulations, you are certified here, too.
  - If it is under **Active Courses**: some modules transferred over but not all of the CMU required modules were included in your other institution’s version of the training. *If this is a required training*, such as the Social/Behavioral Research course, please complete the remaining modules to earn your certification for CMU.
  - If it is under **Courses Ready to Begin**: unfortunately, the CITI course for your other institution is not comparable to CMU’s course so you must complete the full training to be certified at CMU.
    - **TIP:** Check the name of the course at your previous institution to see if you added the right one for CMU. For example, did you add the Social/Behavioral Responsible Conduct of Research course instead of the Social/Behavioral Research course?