CITI Program Human Subjects (IRB) Training

Course Registration Instructions

For NEW CITI Program Users

1. Go to: https://about.citiprogram.org/en/homepage/
2. Click on the "Register" button at the top.
3. Type in *"Texas Woman's University"* to select your Institution affiliation.
4. Click the boxes to agree and affirm that you are a TWU affiliate.
5. Continue with the registration process. (You will enter your personal information).
6. Once you are done with the registration steps, you will be ready to *"Add a course."*
7. **Question 1** will ask you if you want to take the Human Subjects Basic / Refresher course. Select either *Social & Behavioral Research* or the *Biomedical Research* course, depending on your area of research.
8. Mark *"No/Not at this time"* or skip Questions 2-9, then submit.
9. The human subjects course should appear in your list of courses ready to begin.

For Existing CITI Program Users (Updating or Adding Courses)

1. Go to: https://about.citiprogram.org/en/homepage/
2. Click on the "Log In" button, and login. (Do NOT use the "log in through my organization" tab.)
3. Under *Institutional Courses,* click on *"View Courses"* next to *Texas Woman's University*.
4. Check *Active Courses*, *Courses Ready to Begin*, and *Completed Courses* to see if you have already taken the Human Subjects (*Biomedical* or *Social & Behavioral Research*) course. If so, you can see if the course needs to be updated and proceed from there. If you do not see the Human Subjects course under any of those sections, go to Step 5.
5. Scroll down to the *Learner Tools for Texas Woman's University* section and click on *"Add a Course."*
6. **Question 1** will allow you to select the appropriate Human Subjects Research course.
7. Mark *"No/Not at this Time"* or skip questions 2-9, then Submit.
8. The human subjects course should appear in your list of courses ready to begin.