CITI Human Subjects Certification Course - How to Register with The University of Akron

Go to the CITI website - https://www.citiprogram.org

To create an account on the login screen, select Register. **DO NOT** select Login through my institution.

Step 1 - Affiliate by typing Akron in the Organization box. Select The University of Akron from the drop
down list. Read the Terms of Service and check the "I Agree" box.
Check the "I affirm I am an affiliate of UA" box.
Select - "Continue to Create Your CITI Program Username/Password"

Step 2 - Provide your name and email address.

Step 3 - Create a Username and Password - these are not related to your UA ID or password.
Select a security question and answer

Step 4 – Provide country of residence.

Step 5 - 3 additional questions from CITI

Step 6 - Provide required contact information - email address, department, role.

Step 7 - Select the course(s) you need to complete:
Check Human Subjects box, then Next

- Researchers planning to submit a protocol to the IRB - select Group 1 - Social &
Behavioral Researchers (SBR).
- Students completing modules for a course (specific modules are assigned by instructor
or self-selected) - select Group 2 – Students.
- IRB Members – select Group 3 - IRB Members

Select "Next", then "Finalize Registration"

- You will be taken to the Main menu and the course you selected will appear in the Course box -
status will be "Not Started."
- Click on the course title and you will be taken to the list of course modules.
- You must complete the "Integrity Assurance Statement" first.
- In the Group 1 and Group 3 courses, the remaining required modules must be completed in
order. Only the next in the list will have a live link. Researchers in Group 1 should also complete
any Optional modules that are applicable to your research protocol.
- In the Group 2 –Students course, you can complete modules in any order and only as many as
required by instructor or self-selected.
- Complete the required quizzes at the end of the modules.
- Under Group 1 and Group 3, once all required modules are completed, you will be able to print
a completion report. The IRB office is also notified when anyone completes the SBR certification.
- Under Group 2, a completion report is not generated, but you are able to print out a list of
modules completed for your instructor.

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