CITI Training Instructions – Human Subjects/IRB

Step 1:
Create a new account, at www.citiprogram.org using the "Register" button in the top right corner.

Step 2:
In the Select Your Organization screen, enter "Northridge" in the search box and California State University, Northridge should come up.

Agree to the terms and services, affirm that you are associated with CSUN and click "Continue To Create Your CITI Program Username/Password"

Step 3:
Enter your personal data. Please use your **CSUN email address** as your primary email address, and as your Institutional Email Address in Step 6 of the form. CITI will also allow you to set up a secondary email address if you wish.

Step 4:
When you get to Step 6 of the registration prcoess, under "Role?" select either *Student Researcher – Undergraduate* or *Student Researcher – Graduate level*

Step 5:
When you get to Step 7 of the registration process, choose the "Human Subjects Research" option on the first screen.

On the next page, select *Basic* Course **unless** you have completed a CITI Program Human Subjects Research course previously and are updating your training, then choose *Refresher Course*.

On the next page, select: *Biomedical Research Investigators*

Step 6:
Once you've completed the Select Curriculum forms, it should take you to the "Main Menu/My Courses" dashboard where you can access your course. Complete all modules within the course.

Step 7:
After completing all modules, under "My Courses," your course should be listed under "Completed Courses". Click on "View – Print – Share Record" > "View / Print" under Completion Certificate > Save as PDF to your computer. You will need to upload this as part of your 3 WINS staff application.