Creating a CITI account

Go to www.citiprogram.org. From the home page, select "Register."

In the text box, enter "University of Maryland," the click on "University of Maryland Baltimore" in the drop down that populates. Select "Next." (*If VA, select "VA Baltimore, MD-512")

Do not affiliate with the University of Maryland Baltimore, School of Medicine.

Complete the remainder of the form, entering your contact and other requested information.

Changing Affiliation

From the Main Menu, select "Click here to affiliate with another institution."

Within the drop down, again select "Click here to affiliate with another institution."

In the text box, enter "University of Maryland," the click on "University of Maryland Baltimore" in the drop down that populates. Select "Next." (*If VA, select "VA Baltimore, MD-512")

Complete the remainder of the form, entering requested information related to your role in research at this institution.

On the next screen, you will be prompted to select the appropriate course. Select "Protection of Human Subjects."

If you have not previously taken Group 1 or Group 2 under an old affiliation, select Yes.
Otherwise, select No.

Select Group 1 or Group 2, whichever is more relevant to the research that will be conducted.

There will be several additional pages related to optional courses. You may select "Not at this time" and "Next" for the remaining pages.

CITI will then return to the Main Menu.

Select "University of Maryland Baltimore Courses" and then click on the title of the course from the drop down to begin the course.

Adding a CITI course

From the Main Menu, select "University of Maryland Baltimore Courses." Within the drop down, select "Add a Course or Update Learner Groups."

Select "Protection of Human Subjects" and click "Next."

If you have not previously taken Group 1 or Group 2 under an old affiliation, select Yes. Otherwise, select No.

Select Curriculum - University of Maryland Baltimore (411)

* indicates a required field.

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* Are you here to take a Basic Course?
Choose one answer

○ **Yes :** Please select this option if you are taking this course for the first time, you will be enroll to the **Basic Course**.

○ **No:** Please select this option if you had completed basic course before, you will be enroll to the **Refresher course**.

[Next]   [Start Over]

Select Group 1 or Group 2, whichever is more relevant to the research that will be conducted.

Select Curriculum - University of Maryland Baltimore (411)

* indicates a required field.

Please select the group appropriate to your research activities.
Choose one answer

○ **Group 1:** Biomedical Research Investigators and Key Personnel.

○ **Group 2:** Social / Behavioral Research Investigators and Key Personnel

○ **Group 3:** IRB Member Module - ONLY

○ **Clinical Research Coordinator (CRC)**

○ **Good Clinical Practice and ICH:** This course consists of 13 modules on GCP and ICH E6 for invetigators. This Basic GCP course should not be attempted until the Basic Human Subjects Course is completed. Choose this learner group and follow the link to the Basic Course.

○ **Lab Animal Welfare:** Select this response to bypass the Human Subjects Course Go to Question 3 for the Lab Animal Course and select the appropriate response.

[Next]   [Start Over]

There will be several additional pages related to optional courses. You may select "Not at this time" and "Next" for the remaining pages.

CITI will then return to the Main Menu.

Select "University of Maryland Baltimore Courses" and then click on the title of the course from the drop down to begin the course.

Changing a name in CITI

From the main menu, select "My Profiles."

Select "Change my name."

Enter the updated information, and click "Update."
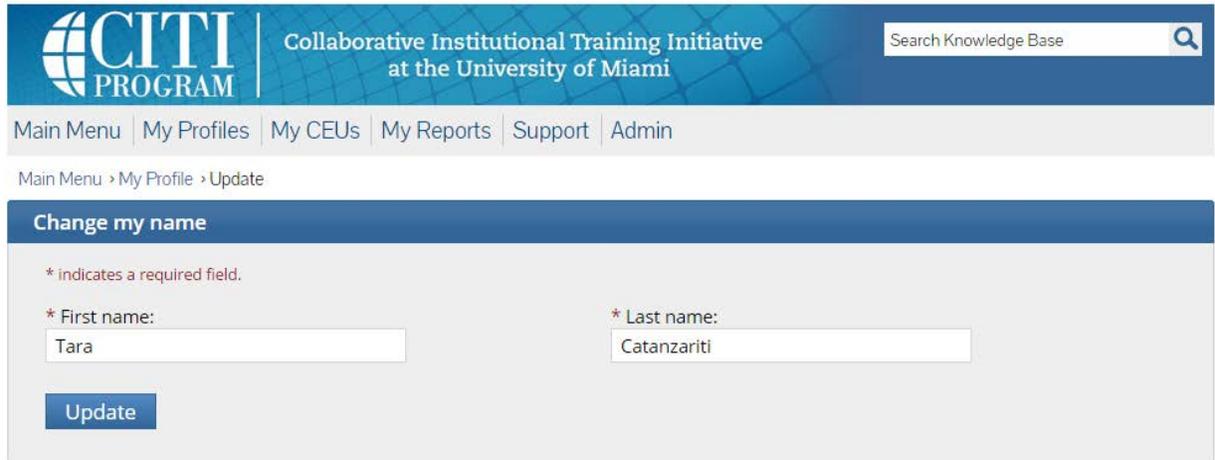
***This process is the same for anyone changing email address or password.

Contact the CITI Program at the University of Miami for help with the following:

1. Navigating through CITI
2. Details regarding courses on your account
3. Questions or comments regarding the CITI program, such as those regarding the courses that CITI offers
4. Additional questions pertaining to creating an account or your CITI profile

To contact the CITI program directly, go to the CITI home page and select "Contact Us":

They can be reached directly at 305-243-7970 or citisupport@med.miami.edu.