Human Subjects Training Requirement
Collaborative Institutional Training Initiative (CITI) Instructions

1. Go to https://www.citiprogram.org
2. Click “Register” (top right hand corner of website)
3. Complete Step 1 - Under “Select Your Organization Affiliation” begin typing University of North Texas and when the list is presented, click “University of North Texas (Denton, TX)
   a. Click the checkbox “I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.”
   b. Click the checkbox “I affirm that I am an affiliate of the University of North Texas (Denton, TX). *NOTE: If you are unaffiliated with UNT, do NOT click this option. Call the Office of Research Integrity and Compliance at 940-565-3941 or e-mail untirb@unt.edu for further instructions.*
   c. Click “Continue To Create Your CITI Program Username/Password”
4. Complete Step 2 – Personal Information (*Important Note: Use your University issued e-mail address. The Secondary email address can be a personal email account.*)
5. Complete Step 3 – Create your Username and Password
6. Complete Step 4 – Country of Residence
7. Complete Step 5 - Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?
8. Complete Step 6 - Please provide the following information requested by University of North Texas (Denton, TX) *Note: You must provide your EUID.
9. In Step 7, Question 1, you must choose Social & Behavioral Research - Basic/Refresher or Biomedical Research - Basic/Refresher depending on which is applicable to your study.
   a. If you are conducting a biomedical study, you may be required to take both courses.
   b. Completing UNT RCR Basic course or the UNT RCR Refresher course will NOT satisfy human subjects training requirements.
   c. Answer “No” to the other course offerings unless you have been instructed to register for other courses.
   d. After all questions to Step 7 are completed, click “Complete Registration”
   e. After registration is complete, select “Finalize Registration” on the next page to continue
   f. The UNT Social & Behavioral Research - Basic/Refresher course and/or Biomedical Research - Basic/Refresher you selected should now appear on your “Main Menu” page. You may need to expand the drop-down box for them to appear. You may enter the course (by clicking the name of the course) and complete individual modules at your convenience, re-entering the course as needed. You will receive a “Completion Certificate” upon successful completion of all required modules.