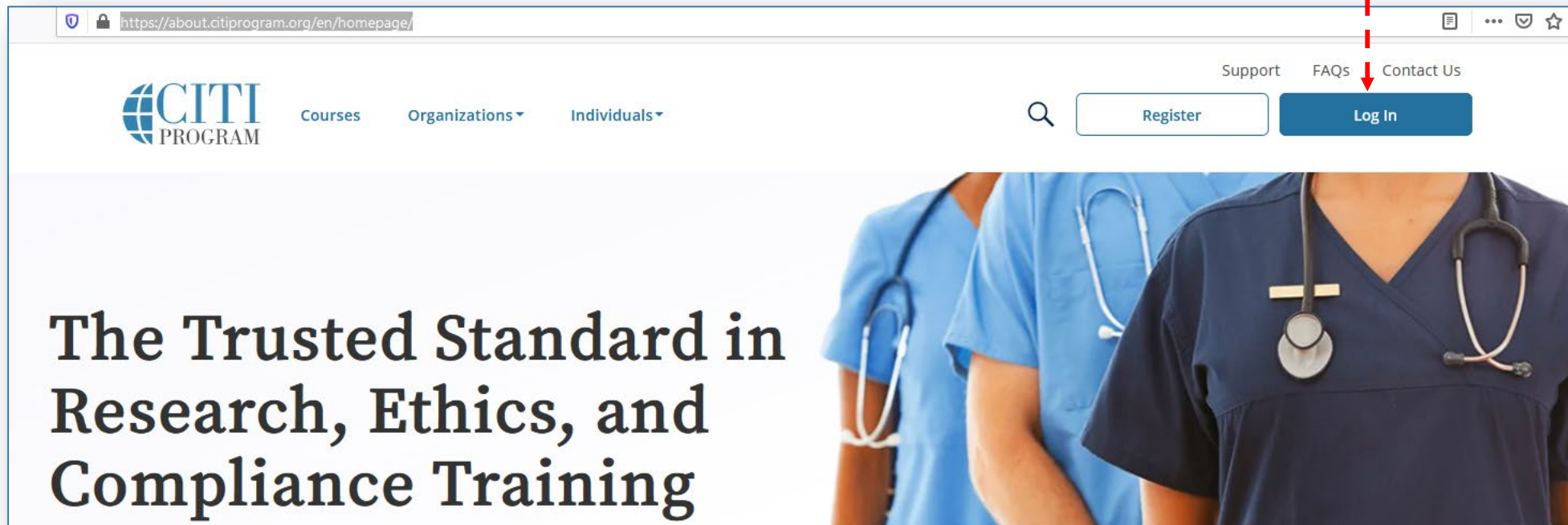


How to Enroll in CITI Training

STEP 1: Go to <https://about.citiprogram.org/en/homepage/>

...and click on the [Log In](#) button



How to Enroll in CITI Training

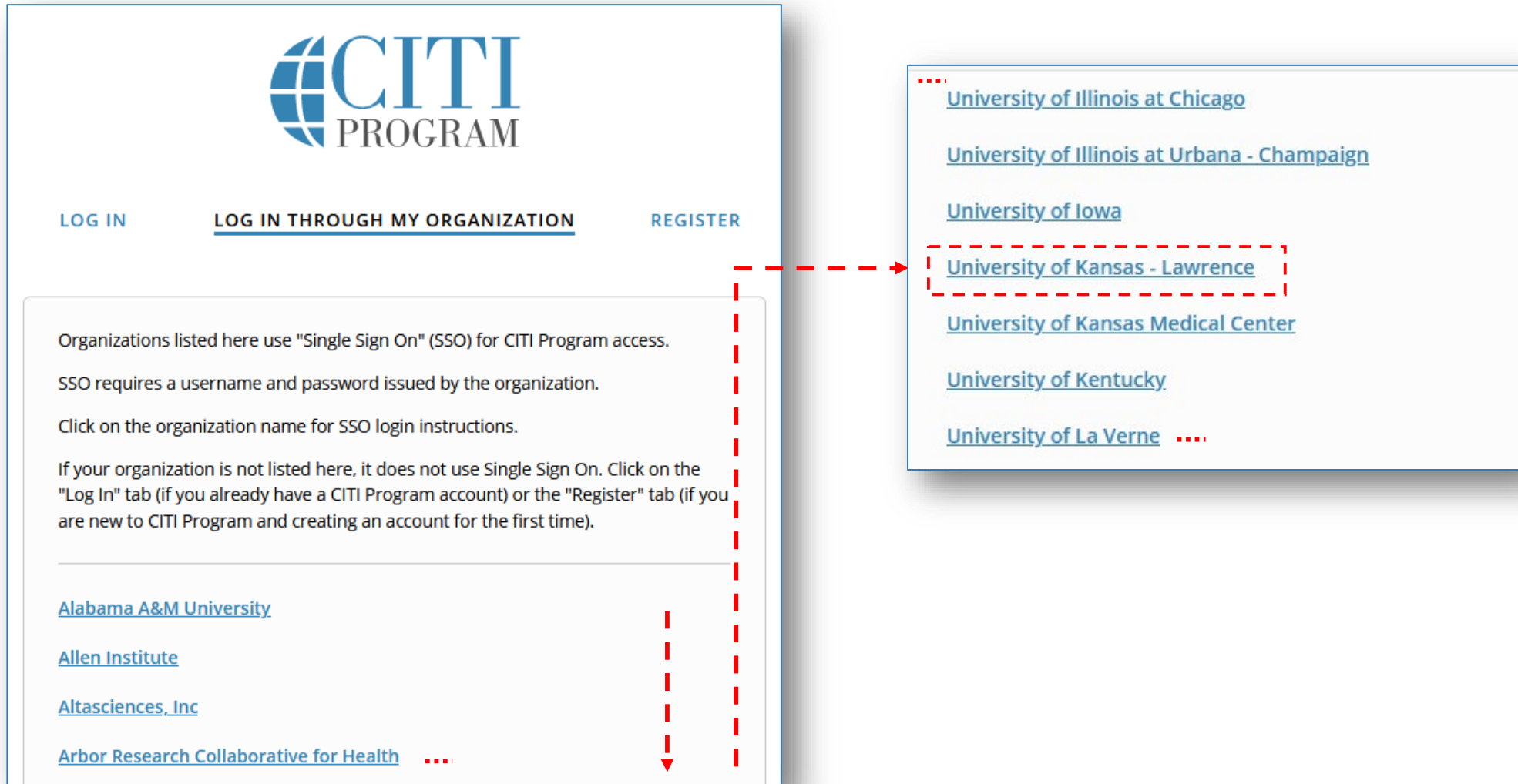
STEP 2: Choose LOG IN THROUGH MY ORGANIZATION



The image shows the CITI PROGRAM login page. At the top center is the CITI PROGRAM logo, which consists of a blue globe icon followed by the text "CITI PROGRAM". In the top right corner, there is a language selector that says "English" with a downward arrow. Below the logo, there are three links: "LOG IN" (underlined), "LOG IN THROUGH MY ORGANIZATION" (highlighted with a red dashed box and a red dashed arrow pointing to it from the text above), and "REGISTER". Below these links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. Below the input fields is a blue "Log In" button. At the bottom of the page, there is a line of text: "New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)."

How to Enroll in CITI Training

STEP 3: Scroll down to find University of Kansas - Lawrence



The screenshot shows the CITI PROGRAM login page. At the top is the CITI PROGRAM logo. Below it are three tabs: LOG IN, LOG IN THROUGH MY ORGANIZATION (which is underlined), and REGISTER. A large text box explains that organizations listed use "Single Sign On" (SSO) and provides instructions on how to use SSO or how to create a new account. Below this text is a list of organizations. A red dashed arrow points downwards from the text box to the list, and another red dashed arrow points from the list to a separate box on the right. The list of organizations includes Alabama A&M University, Allen Institute, Altasciences, Inc, and Arbor Research Collaborative for Health. The separate box on the right shows a scrollable list of organizations, with "University of Kansas - Lawrence" highlighted by a red dashed box.

CITI PROGRAM

[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [REGISTER](#)

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

Click on the organization name for SSO login instructions.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

[Alabama A&M University](#)

[Allen Institute](#)

[Altasciences, Inc](#)

[Arbor Research Collaborative for Health](#)

.... [University of Illinois at Chicago](#)

[University of Illinois at Urbana - Champaign](#)

[University of Iowa](#)

[University of Kansas - Lawrence](#)

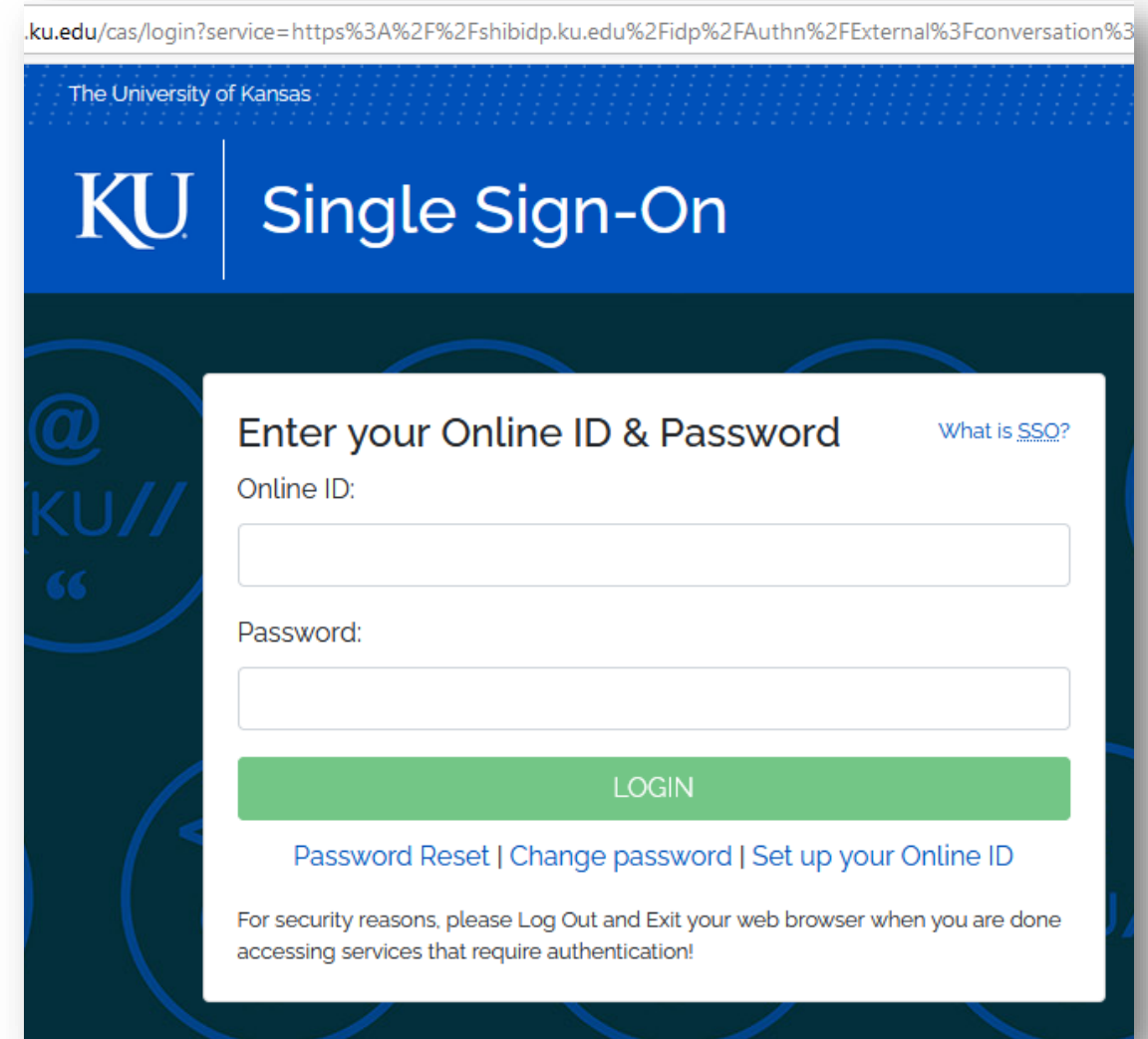
[University of Kansas Medical Center](#)

[University of Kentucky](#)

[University of La Verne](#)

How to Enroll in CITI Training

STEP 4: Log In with your KU online ID



The screenshot shows a web browser window with the URL `.ku.edu/cas/login?service=https%3A%2F%2Fshibidp.ku.edu%2Fidp%2FAuthn%2FExternal%3Fconversation%3`. The page header includes "The University of Kansas" and the "KU" logo. The main heading is "Single Sign-On". The login form is titled "Enter your Online ID & Password" and includes a link for "What is SSO?". It has two input fields: "Online ID:" and "Password:". Below these is a green "LOGIN" button. Under the button are links for "Password Reset", "Change password", and "Set up your Online ID". At the bottom, a security notice states: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!"

.ku.edu/cas/login?service=https%3A%2F%2Fshibidp.ku.edu%2Fidp%2FAuthn%2FExternal%3Fconversation%3

The University of Kansas

KU | Single Sign-On

Enter your Online ID & Password [What is SSO?](#)

Online ID:

Password:

LOGIN

[Password Reset](#) | [Change password](#) | [Set up your Online ID](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

How to Enroll in CITI Training

STEP 5: Choose **View Courses** for University of Kansas - Lawrence

The screenshot shows the CITI PROGRAM website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and links for Courses, Records, CE/CMEs, Support, and Admin. A search icon is also present. Below the navigation bar, a blue banner displays a welcome message for 'Susan' with links to 'Add Institutional Affiliation' and 'Register as Independent Learner'. The main content area is titled 'Institutional Courses' and contains a paragraph explaining that institutional courses are available to learners with affiliations. Below this, there is a table with two rows. The first row is labeled 'DEMO' and has a 'View Courses' button. The second row is labeled 'University of Kansas - Lawrence' and also has a 'View Courses' button. A red dashed box highlights the 'University of Kansas - Lawrence' row, and a red arrow points from the 'View Courses' button in this row to the step title above.

Institutional Courses	
DEMO	View Courses
University of Kansas - Lawrence	View Courses

How to Enroll in CITI Training

STEP 6: Scroll all the way down to **Learner Tools for University of Kansas...**



...and click on [Add a Course](#)

Learner Tools for University of Kansas - Lawrence

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

How to Enroll in CITI Training

STEP 7a: Scroll to find your course

CITI PROGRAM

[Courses](#) [Records](#) [CE/CMEs](#) [Support](#) [Admin](#)

Select Curriculum
University of Kansas - Lawrence

[View instructions page.](#)

Question 1

Basic Human Subjects Protection Training:

This course below fulfills the minimum requirement for learners who will engage in human subjects research through the Lawrence campus IRB and will satisfy the training requirement for most individuals.

- ☐ CITI for Social & Behavioral Research Investigators (in English)
- ☐ CITI for Social & Behavioral Research in Russian language: The course above, translated into Russian.
- ☐ Not at this time.

How to Enroll in CITI Training

STEP 7b: Select your course

Note: RCR is the only course you need. However, you have to answer NO to Question 12 in order to proceed.

Question 5

Responsible Conduct of Research (RCR) courses

The “RCR Basic Course” satisfies the requirement for Responsible Conduct of Research training for all students and postdocs on NSF-sponsored projects.

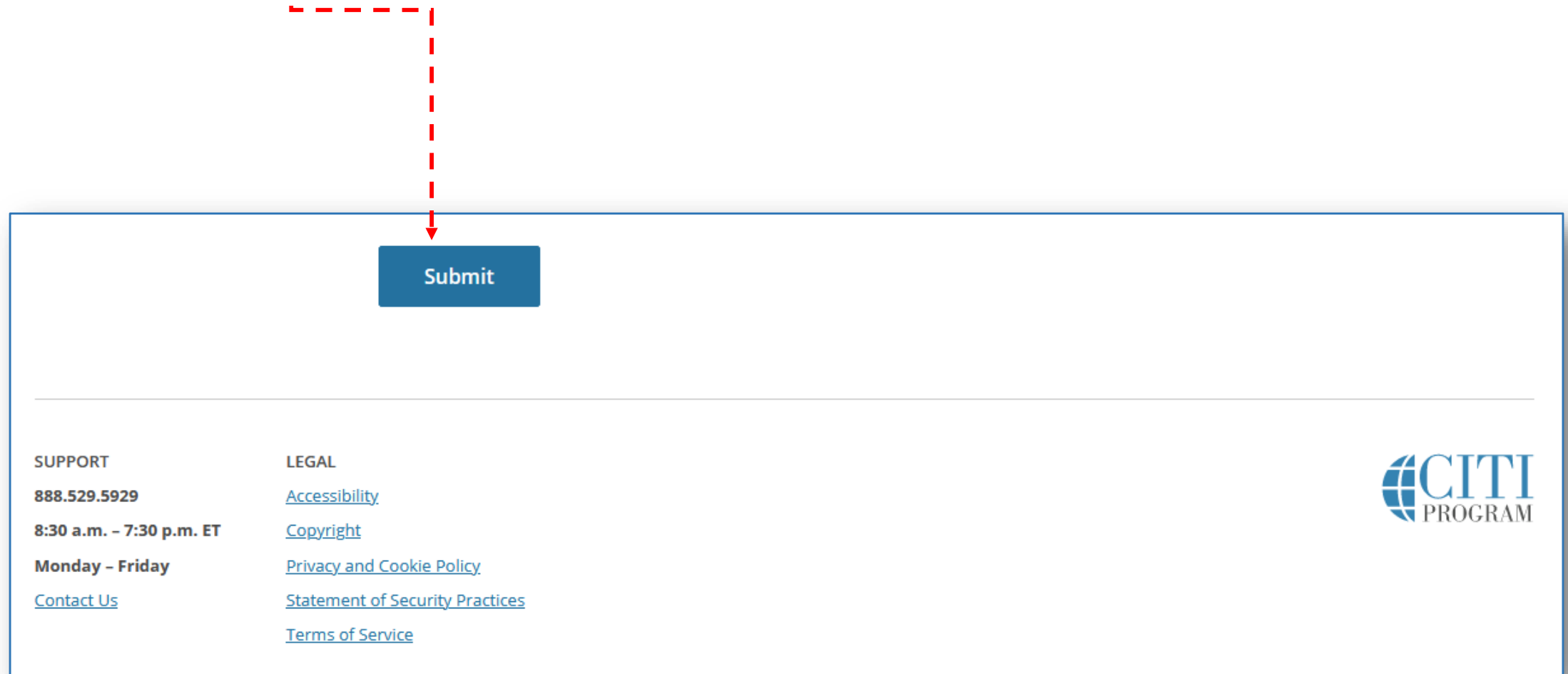
☒ RCR Basic Course: Completion of this course satisfies the RCR training requirement on NSF-funded projects.

☐ Not at this time.


...then keep scrolling down...

How to Enroll in CITI Training

STEP 8: Click **Submit** to register for the course



The image shows a registration form with a blue 'Submit' button. A red dashed arrow points from the text 'Click Submit' to the button. The form has a footer with the following information:

SUPPORT 888.529.5929 8:30 a.m. – 7:30 p.m. ET Monday – Friday Contact Us	LEGAL Accessibility Copyright Privacy and Cookie Policy Statement of Security Practices Terms of Service	
--	--	--

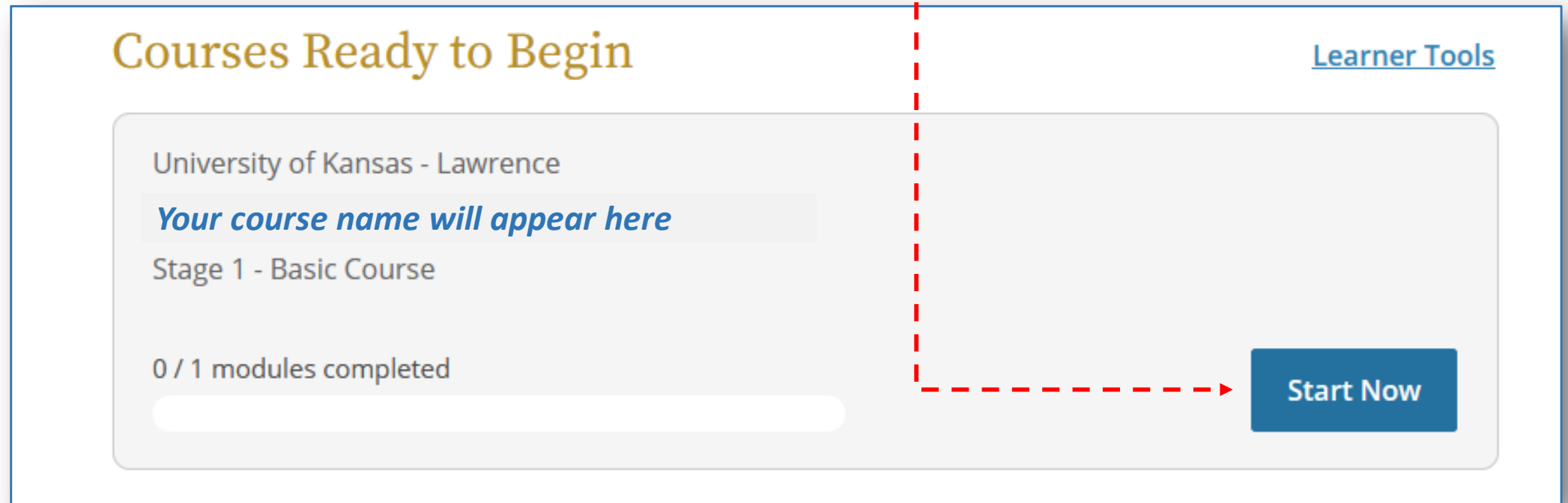
How to Enroll in CITI Training

STEP 9: You will find your course under **Courses Ready to Begin**

The screenshot shows the CITI PROGRAM website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and links for Courses, Records, CE/CMEs, Support, and Admin. A search icon is also present. Below the navigation bar, a blue banner displays a welcome message: "Welcome, Susan" with links for "Add Institutional Affiliation" and "Register as Independent Learner". A green checkmark icon and a message "You are now enrolled in the course(s) you selected." are shown. Below this, there is a section for "Show Courses for:" with a dropdown menu set to "University of Kansas - Lawrence" and a button labeled "Institution List". The main content area is titled "University of Kansas - Lawrence" and features a section for "Active Courses" with a link for "Learner T". A red dashed line points to the "Courses Ready to Begin" section, which is highlighted in yellow. Below this section, there is a list of courses, with "University of Kansas - Lawrence" visible.

How to Enroll in CITI Training

STEP 10: Click **Start Now** to begin your course!



The screenshot displays a web interface for CITI Training. At the top left, the heading "Courses Ready to Begin" is shown in a large, brown, serif font. To the right of this heading is a link labeled "Learner Tools" in a smaller, blue, sans-serif font. Below the heading, a light gray rectangular box contains the following information: "University of Kansas - Lawrence" in a standard gray font; a blue italicized text placeholder "*Your course name will appear here*"; "Stage 1 - Basic Course" in a standard gray font; and "0 / 1 modules completed" in a standard gray font. Below the text is a white progress bar. On the right side of the gray box is a blue rectangular button with the text "Start Now" in white. A red dashed line originates from the text "Start Now" in the instruction above, extends horizontally to the right, then vertically down, and finally horizontally to the left, ending with an arrowhead pointing at the "Start Now" button.