

# UTSA

## Human Research Protection Education

### CITI Program Instructions

#### Part 1 (Sign-up)

1. Go to: <http://www.citiprogram.org/>
2. If you are registered, enter your username and password to login
  - Click on the “University of Texas at San Antonio Courses”
  - Click on “Add a course or update your learner groups”
    - Select the appropriate answer for question 1
    - You may skip Question 2 selections (these are **not** required, except as directed);
    - Click on **Submit** (*found at the bottom of the page*)
3. If you are not registered, click on “**Register.**”
  - In the “Participating Institutions” dropdown box be sure to select “University of Texas at San Antonio”
  - Continue through the registration steps (only those with “\*” by them are required).
  - For step of selecting courses:
    - Select the appropriate answer for question 1
      - Only students who are research assistant’s may complete the “Students conducting no more than Minimal Research” course.
    - You may skip Question 2 selections (these are **not** required, except as directed);”
    - Click on **Complete Registration** (*found at the bottom of the page*)

*You should now be on your main page*

4. Click on the “University of Texas at San Antonio Courses”
5. Your courses will be listed under “**Course**”,
6. Click on the Course name to complete the course.
7. Be sure to Click on “The Integrity Assurance Statement.” This must be completed before the program will allow you to continue to the required modules.

*The course called “...Responsible Conduct of Research (RCR)” does **NOT** fulfill UTSA Research Ethics Education requirement. This is an optional module. The IRB may require the course if your research is in specific areas requiring additional training.*

*Investigators and research staff who will have contact with the research subjects or subjects’ private identifiable information, are required to complete CITI training.. Training is valid for 3 years, and can be renewed using the CITI refresher course.*

If you have any questions contact the IRB office at [irb@utsa.edu](mailto:irb@utsa.edu) or (210) 458-6473.