New to CITI? Access the website here: https://www.citiprogram.org

Select “REGISTER” if you have never used CITI before (you can access REGISTER on either the home page or the login page).

➡ If you already have a CITI profile through this or another institution, follow the “CITI: Returning Users Steps” link on the ORSP IRB website instead.
➡ In any case, do not use the “LOG IN THROUGH MY INSTITUTION” option.

Follow the steps in CITI.

Step 1: Select Your Organization Affiliation
- Type out “University of Massachusetts Boston” in the search box. Do not abbreviate. Confirm “I agree” to terms and service and “I affirm that I am an affiliate of University of Massachusetts Boston.” Continue to next step.
- CITI training is at no cost to persons affiliated with our organization.
- Do not use the “Independent Learner Registration” option. If you are asked to pay, you have selected the wrong option.

Step 2: Personal Information (name and email address).
- Use your preferred email address (umb, gmail, etc.). CITI sends reminder notices or password resets to this email.

Step 3: Create your username and password

Step 4: Country of Residence

Step 5: Continuing Education Unit (CEU) – select NO unless you plan to purchase CEUs

Step 6: Complete registration questions. If you do not have UMB email, use your preferred email in the email field.

Step 7: Enable the software by selecting the appropriate coursework
- Several courses are available in CITI for your needs. You can take any UMB courses available in CITI.
- To access the specific training required for Human Subjects Research, you must select “Yes, I conduct research with live human beings, human samples or with data derived from human beings.”
• For Human Subjects Research, select the group that best corresponds to your research and/or interests: “Social & Behavioral Research” or “Biomedical Research.” You are not required to take both. (“IRB Members” is an option for members and staff of the UMB IRB.)

• Next, select “Finalize Registration”

• To access your courses (under Main Menu/My Courses), select “University of Massachusetts Boston Courses,” and click on the course name hyperlink. A new page will open.
Please note: you will need to select “Complete the Integrity Assurance Statement before beginning the course.” Review the Terms of Service and check the box to accept, then select the submit button.

You will now be able to access the training modules. Follow the onscreen prompts to navigate within the course. The CITI program will save your progress should you choose to exit and complete the modules in multiple sessions.