Returning User? Access the website here: [https://www.citiprogram.org/](https://www.citiprogram.org/)

Select “LOG IN” if you have an existing CITI profile through this or another institution.

- ➔ If you are new to CITI and have never set up a CITI profile, follow the “CITI: New Users Steps” link on the ORSP IRB web site instead.
- ➔ In any case, do not use the “LOG IN THROUGH MY INSTITUTION” option.

![CITI Program LOGIN](image)

LOG IN with your username and password—if you do not have that info, select “Forgot?”

On the “Main Menu/My Courses” link select the "University of Massachusetts Boston Courses” link to show the drop down menu of your completed (and incomplete) courses. These courses do not appear automatically. They are courses you have selected and/or completed in the past.

![CITI Program Main Menu](image)

Completing a previously started course:

- Click on the course name to start or finish a course

Starting a new course:

- If a course you need to complete is not on the screen, see "My Learner Tools for University of Massachusetts Boston,” select "Add a Course"
• If you do not see “My Learner Tools for University of Massachusetts Boston,” confirm that you are under the selection for “University of Massachusetts Boston Courses.” If you do not have this link, follow the steps below for “Adding University of Massachusetts Boston affiliation.”

• Enable the software by selecting the appropriate coursework. You can take any UMB courses available in CITI.
  o 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.)

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.

**Adding University of Massachusetts Boston affiliation**

- If you have not affiliated with University of Massachusetts Boston in CITI, add affiliation to access University of Massachusetts Boston courses. Select “Affiliate with Another Institution” under “Main Menu/My Courses.” You can be affiliated with multiple institutions within CITI.
- 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.
- Do **not** use the “Affiliate as an Independent Learner” option. If you are asked to pay, you have selected the wrong option.