

# University of North Texas Health Science Center- Institutional Review Board: Instructions on How to Log into CITI and take the REFRESHER Course

Instructions for [REFRESHER](#) Course only:

Step 1:

-Log into your CITI account by visiting the CITI website at <https://www.citiprogram.org/default.asp>

-Enter your username and password

**NOTE:** If you do not have a CITI account or have never registered (i.e. new user), more than likely, this means you have not taken the Basic CITI course. If this is the case, you CANNOT submit the refresher course to UNTHSC IRB as a valid form of certification of human subject protection training. You must take the Basic course before taking the Refresher course.

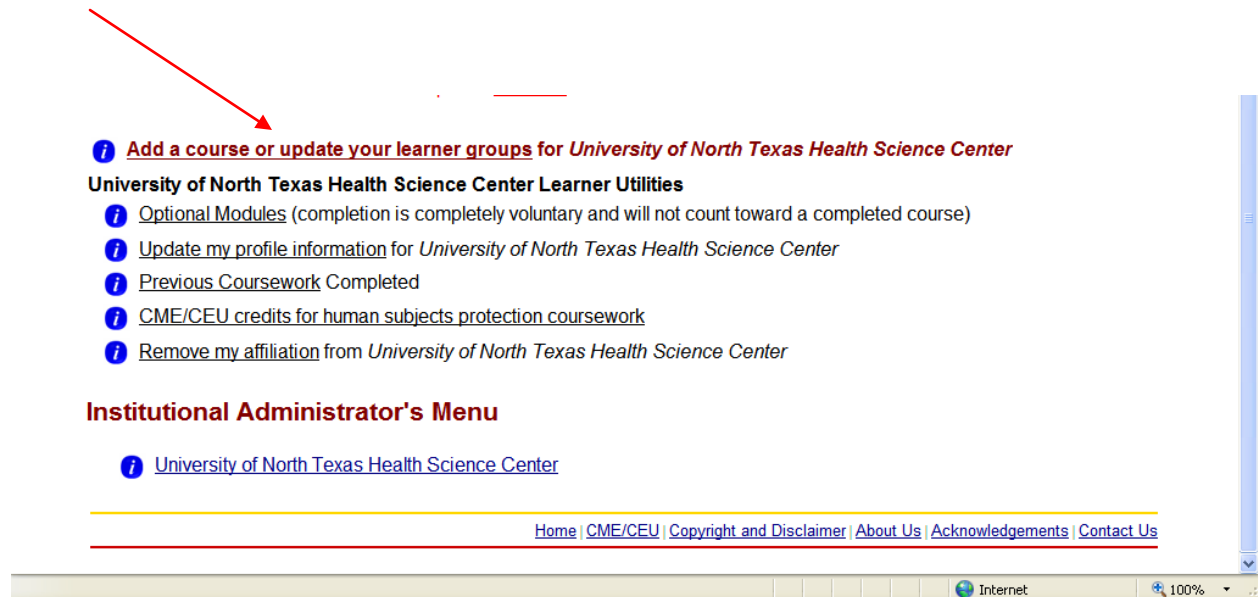
The screenshot shows the CITI website's login and registration page. The header includes the CITI logo and navigation links: Home, About Us, Become a Member, HIPS Course, RCR Course, International Course Site, Lab Animal Course, FAQ, and Language. A 'Welcome' banner is followed by a yellow 'CITI Login and Registration Page' header. A red 'Important Message' section with warning icons states: 'On Monday, August 3rd, at approximately 8 AM EST, the CITI Program web site will be taken offline for a system upgrade. We expect the downtime to be approximately five days. Please complete your work and log off prior to this time. Thanks for using The CITI Program.' Below this, an information icon explains that the program is a subscription service for research ethics education. A note states: 'The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.' The login section includes links for 'New Users Register Here' and 'Already Registered? Login Below'. The login form has fields for 'Username' and 'Password', a 'Submit' button, and a 'Forgot login information' link. A vertical sidebar on the left contains several small images. Three red boxes with arrows provide instructions: 'Enter username' points to the Username field, 'Enter password' points to the Password field, and 'Click "submit"' points to the Submit button.

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Step 2:

Once logged in, scroll down to “[\*Add a course or update your learner groups for University of North Texas Health Science Center\*](#)” and **click** on the hyperlink.



The screenshot shows a web browser window displaying the CITI system interface. A red arrow points to the link "Add a course or update your learner groups for University of North Texas Health Science Center". Below this link is a section titled "University of North Texas Health Science Center Learner Utilities" with several utility links. Further down is the "Institutional Administrator's Menu" with a link to the "University of North Texas Health Science Center". At the bottom of the page, there is a navigation bar with links for "Home", "CME/CEU", "Copyright and Disclaimer", "About Us", "Acknowledgements", and "Contact Us". The browser's address bar shows "Internet" and the zoom level is set to "100%".

**[Add a course or update your learner groups for University of North Texas Health Science Center](#)**

**University of North Texas Health Science Center Learner Utilities**

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information for University of North Texas Health Science Center](#)
- [Previous Coursework Completed](#)
- [CME/CEU credits for human subjects protection coursework](#)
- [Remove my affiliation from University of North Texas Health Science Center](#)

**Institutional Administrator's Menu**

- [University of North Texas Health Science Center](#)

[Home](#) | [CME/CEU](#) | [Copyright and Disclaimer](#) | [About Us](#) | [Acknowledgements](#) | [Contact Us](#)

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# University of North Texas Health Science Center- Institutional Review Board: Instructions on How to Log into CITI and take the REFRESHER Course

Step 3:

Once located under the section titled “*Select Curriculum- University of North Texas Health Science Center*”. Scroll down to **Question 2**.

[Resources](#)

[Main Menu](#) | [Select Language](#) | [Logoff](#)

## Select Curriculum - University of North Texas Health Science Center

[Review the University of North Texas Health Science Center Instructions page.](#)

Question1

### Human Subjects Research

**Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.**

Choose one answer

- Biomedical-Clinical:** Research personnel engaged in Clinical Trials (drugs, devices, biologicals), as well as investigations involving physiology, and other biomedical interventions. Typically, researchers in the many clinical and basic science departments of the Texas College of Osteopathic Medicine (TCOM) and Graduate School of Biological Sciences (GSBS) would train with this group of modules.
- Social-Behavioral:** These modules concentrate on social and behavioral studies that do not involve biomedical interventions. Faculty and students conducting research within the School of Public Health (SPH) and School of Health Professions (SPH) are likely participants in this Learner Group.
- Interdisciplinary Researchers:** Personnel in this Learner Group would be required to take the Biomedical-Clinical series and, as an option, take those modules from the Social-Behavioral group that are most relevant to their specific research program. After completing the Biomedical-Clinical series of modules, it is up to each individual investigator to select each optional component for their appropriate training program.
- IRB Members:** Because IRB members must be generally aware of the issues and challenges within the broad range of human subject research, all Institutional Review Board members must complete all CITI modules.
- IRB Reference Resource:** All CITI modules are available for ongoing use and reference when you join this Learner Group. If you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you should enroll in a Learner Group listed above. If you enroll in this group you will be required to complete ALL CITI modules. You may change your Learner Group status to "IRB Reference Resource" later to access review any of the CITI modules.
- I have completed the Basic Course.**  
**Please go to Question 2.**

Scroll down to  
Question 2

**Question2. If you have completed the Basic Course portion, please choose one learner group below based on**

Done

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# University of North Texas Health Science Center- Institutional Review Board: Instructions on How to Log into CITI and take the REFRESHER Course

Step 4:

Select a learner group or module (i.e. biomedical-clinical, social-behavioral, interdisciplinary researchers or IRB members) then click “submit”. NOTE: This should be the same module that you initially took and completed under the Basic course.

**Question2** If you have completed the Basic Course portion, please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Refresher Course for that group.

Choose one answer

- Biomedical-Clinical:** Research personnel engaged in Clinical Trials (drugs, devices, biologicals), as well as investigations involving physiology, and other biomedical interventions. Typically, researchers in the many clinical and basic science departments of the Texas College of Osteopathic Medicine (TCOM) and Graduate School of Biological Sciences (GSBS) would train with this group of modules.
- Social-Behavioral:** These modules concentrate on social and behavioral studies that do not involve biomedical interventions. Faculty and students conducting research within the School of Public Health (SPH) and School of Health Professions (SPH) are likely participants in this Learner Group.
- Interdisciplinary Researchers:** Personnel in this Learner Group would be required to take the Biomedical-Clinical series and, as an option, take those modules from the Social-Behavioral group that are most relevant to their specific research program. After completing the Biomedical-Clinical series of modules, it is up to each individual investigator to select each optional component for their appropriate training program.
- IRB Members:** Because IRB members must be generally aware of the issues and challenges within the broad range of human subject research, all Institutional Review Board members must complete all CITI modules.
- I have not completed the Basic Course.**  
Please go to Question 1.

Select a learner group/module

**Question3** If you want to take Good Clinical Practice (GCP) please make your selection below.

Choose one answer

- Good Clinical Practice (GCP)**

Then click “submit”

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Done

Internet

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Step 5:

Complete the [Refresher](#) course and submit the certification of completion to the IRB.

**If you have any questions regarding the CITI website, please contact their personnel through their “Contact Us” link for further assistance.**