Office of Research Integrity
UNIVERSITY OF COLORADO **BOULDER**
INSTITUTIONAL REVIEW BOARD

CU BOULDER – CITI Training

Affiliate With Another Institution

Last Updated: 2018-10-02

Login:

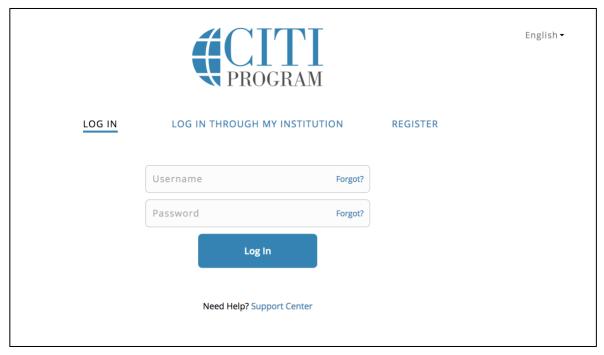**Step 1:** Go to: **https://citiprogram.org**.

Step 2: Log in. – You have 2 options on this site:

(1) Log in – use your CITI credentials for access.
(2) Log in Through My Institution – use your CU Login Name and IdentiKey Password for Single Sign On (SSO) access.)
(Do not use the Register option, your account is already in the system.)

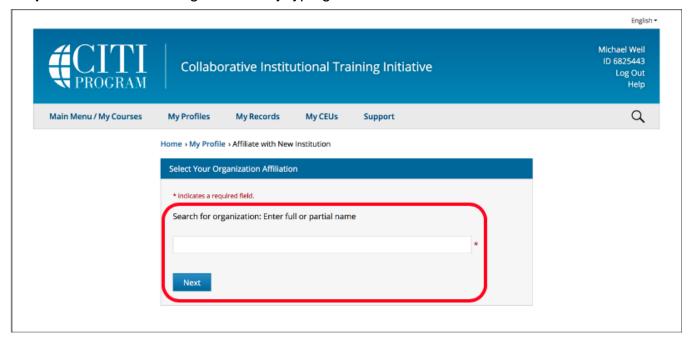If you do not remember your CITI credentials, contact CITI support or the IRB Office at irbadmin@colorado.edu.

Add New Institution:

After you login, the screen will refresh to the Main Menu. Follow these 4 steps to add a new institution.

Step 1: Click the **Affiliate With Another Institution** and select **Affiliate With Another Institution** from the dropdown.
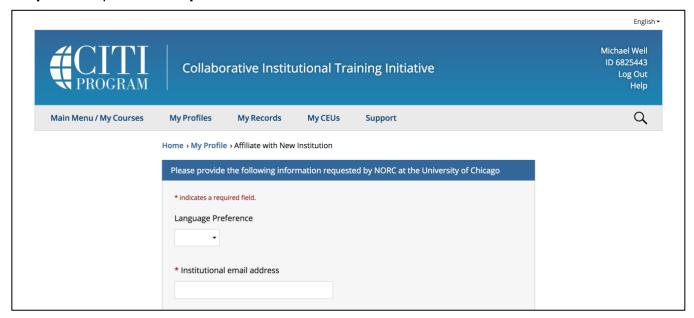

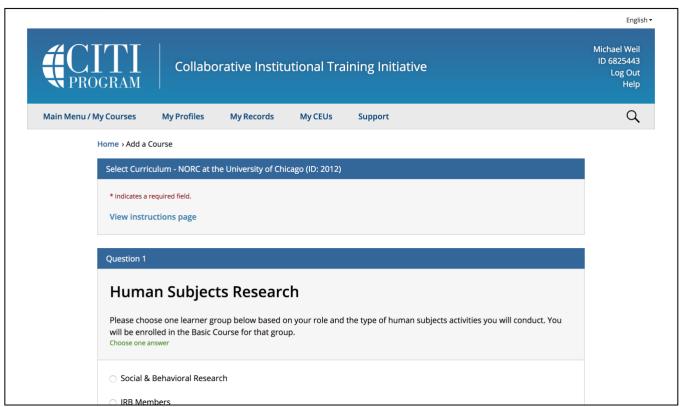**Step 2: Search** for the organization by typing their name in the box. Click **Next**.

Step 3: Complete the **required fields** on the form. Click **Next** at the bottom of the form.

English ▾

CITI PROGRAM

Collaborative Institutional Training Initiative

Michael Weil
ID 6825443
Log Out
Help

Main Menu / My Courses   My Profiles   My Records   My CEUs   Support   🔍

Home › My Profile › Affiliate with New Institution

Please provide the following information requested by NORC at the University of Chicago

* indicates a required field.

Language Preference

[▾]

* Institutional email address

[   ]

Step 4: On the *Add a Course* page, respond to the **Questions** to select the appropriate course from the offered curriculum. Click **Submit** at the bottom of the page.

English ▾

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Home › Add a Course

Select Curriculum - NORC at the University of Chicago (ID: 2012)

* indicates a required field.

View instructions page

Question 1

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

○ Social & Behavioral Research
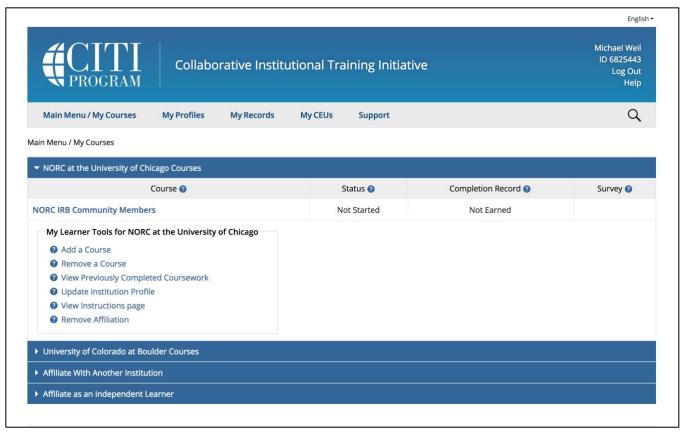
○ IRB Members

Complete Course Modules:

On the Main Menu, all of your affiliated institutions are listed.

From the dropdown under each institution, complete the modules for the course you have selected.

To complete a course, click the **course title** in the Course column from the table in the dropdown. – Modules may vary based on institutional requirements.

When the course is completed, you will receive a verification email from CITI.

Print Completion Report:

Step 1: Return to the **Main Menu** when finished and **select the according institution**.

Step 2: From the table in the dropdown, click **View-Print-Share** under the Completion Record column. – Use your printer settings to create a PDF or print a hard copy.

If the CU Boulder IRB Office has requested this report, attach the electronic copy to your eRA submission.