Instructions to Complete CITI Human Subject Training

**Step 1:** Log on to the CITI website: <http://www.citiprogram.org>

**Step 2**: Click on: New User – Register Here.

**Step 3:** Select Your Institution or Organization. Go to the drop down box entitled, “Participating Institutions.” Click on the arrow and select Marian University. Then click on the “Submit” button.

**Step 4:** Select Your User Name and Password. Enter a username and password of your choice. Then click on the “Submit” button.

**Step 5:** Name and Email Address. Enter the requested information. Then click on the “Submit” button.

**Step 6:** Member Information. Enter the requested information. Then click on the “Submit” button.

**Step 7:** CITI Course Enrollment Procedure. Select “Social and Behavioral Sciences”

Each training module has reading material followed by a short quiz. A successful score is 80% correct answers for the training as a whole.

You may retake the quiz until you have achieved 80% or better. You do not have to complete the entire course at one time. When you come back to the training site, you will be asked for your user name and password, and you may continue the course at the point you left it.

Once CITI notifies you of successful completion, we recommend that you print the certification for your records. Students may be required to submit a copy to their research advisors.

It is not necessary for you to submit documentation that you have completed the course with the IRB Submission Form. Notification of training completion is sent to the IRB Administrator (ORSP) within 24 hours of completing the course.

If you have any questions concerning the training, please contact the Marian University Office of Research and Sponsored Programs (ORSP) at 920-923-8796 or email orsp@marianuniversity.edu