



### Instructions for adding CITI Trainings

#### Signing in to CITI:

1. Access your UA CITI account [here](#). If you do not have an account, want to link to previously completed training from another institution, or are having trouble accessing CITI through that link, please see further instructions from the UA Human Subjects Protection Program [here](#).

#### Viewing your active, ready to begin, and completed courses:

1. On the My Courses page (this should be the first page that opens using the link above), click View Courses button next to University of Arizona.
  - a. If you have accessed CITI through other institutions, you will also see them listed on this page

**Institutional Courses**

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Arizona 

Would you like to affiliate with another Institution? 

2. This page is the University of Arizona courses page and will show you all courses that you have enrolled in at the University of Arizona, organized in the following categories:
  - a. Active Courses – courses that you have started but not completed
  - b. Courses Ready to Begin – courses that you have enrolled in but not started
    - i. If you are due for refresher training, courses will show up in this section
  - c. Completed Courses – courses that you have already finished



## University of Arizona

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

University of Arizona  
Biomedical Research Investigators  
Stage 3 - Refresher Course  
0 / 5 modules completed  
[Start Now](#)

### Completed Courses

[Learner Tools](#)

University of Arizona  
Biomedical Research Investigators  
Stage 2 - Refresher Course  
Post-Course Survey  
Passed  
[Review Course](#) [View - Print - Share Record](#)  
Not Earned 

#### Adding new trainings:

1. On the University of Arizona courses page, scroll down to the bottom, to the grey box titled Learner Tools for University of Arizona. Click on Add a Course.

Learner Tools for University of Arizona

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

2. Under Getting Started, select the category/ies of courses you need. You may select more than one, as applicable, then click Next at the bottom. The most common categories are:
  - a. Human Subjects - required for all personnel in research involving human subjects. You should also select this option if you only need to complete the UA Native American course.
  - b. GCP for Clinical Trials with Investigational Drugs and Medical Devices - frequently required for personnel in clinical trials involving investigational drugs or devices
  - c. Clinical Research Coordinator – required for all staff of a clinical who will be directly involved with research participants if the PI is not an MD/DO; recommended for all staff on any study who will be directly involved with research participants



## Getting Started

Please choose which category or categories of courses you need to take, select all that apply.

This question is required. Choose all that apply.

- Human Subjects
- IACUC
- Responsible Conduct of Research
- GCP for Clinical Trials with Investigational Drugs and Medical Devices
- GCP – Social and Behavioral Research Best Practices for Clinical Research
- Clinical Research Coordinator
- HIPAA Training
- Conflicts of Interest
- Export Compliance Part I
- Export Compliance Part II
- Biosafety/Biosecurity (BSS)
- Bioethics
- Essentials of Research Administration
- COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing
- Semiannual Evaluations In Depth
- QA/QI: Human Subjects Research
- Webinars

Start Over

Next

3. For Human Subjects training: Under Human Subjects Course Enrollment, choose the applicable course(s):
  - a. Biomedical Research BASIC course - If you are involved in biomedical (all studies conducting FDA-regulated research or projects accessing medical records) and have not previously completed this certification
  - b. Social & Behavioral Research BASIC course - If you are involved in social or behavioral research and have not previously completed this certification
  - c. For non-FDA regulated studies and projects not accessing medical records, the UA IRB will accept either the Biomedical or the Social & Behavioral course.
  - d. If you are involved in both biomedical and social/behavioral research, you may wish to complete both certifications. Many modules are shared between both of these courses. Shared modules only need to be completed once to count toward both certifications.
  - e. Native American course – You only need to select this option if you have previously completed a Human Subjects course without this module. If you are signing up for one of the BASIC courses, this module will already be included in your curriculum.
  - f. Refresher – If you are due for refresher training, you should return to your University of Arizona courses page and locate the refresher training there (see 2.b.i above).



## Human Subjects Course Enrollment

Please choose the applicable human subjects course(s) based on the type of human research activities you plan to conduct.

This question is required. Choose all that apply.

- Biomedical Research BASIC course** – This course is for Investigators and staff who have not taken any University of Arizona human subjects training.
- Social & Behavioral Research BASIC course** – This course is for Investigators and staff who have not taken any University of Arizona human subjects training.
- SPANISH BASIC Course** – This course is primarily for ancillary research staff or community members whose primary language is Spanish and need basic training in human subjects protections.
- Students in Research (Spanish) module**  
(Modulo para estudiantes que investigan y estudiantes que son sujetos de investigación)
- Undergraduate Level BASIC Course** – This course is only for undergraduate-level community researchers or students
- IRB Member Course** – This course is specifically for IRB Members
- Native American Course** – This course is required for all University of Arizona researchers. If you have not taken the Native American course as part of a BASIC or REFRESHER course please add this course to your learner group. To determine if you have already taken the Native American course, click on 'See a list of all modules that you have completed' from the main menu.
- REFRESHER** course. This course is for Investigators and staff who have already completed a University of Arizona Basic Course and need to take a refresher course.
- Community-Engaged and Community-Based Participatory Research**

Start Over

Next

4. You will be offered the option to enroll in Webinars offered by CITI. You do not need to select any webinars in order to move on.
5. Once you have completed course selection, you will be returned to the University of Arizona courses page to begin your courses.

