



**Instructions for Completing the CITI *IRB Social and Behavioral Researchers* online Training:**

**Instructions:**

Log onto the CITI website by clicking on this link <https://www.citiprogram.org/Default.asp?>

1. Register as a NEW USER (unless you already have a User ID and Password.)
  - a) CITI will ask you for a User ID and Password.
  - b) You will be asked to affiliate with an institution. Go to U.S. Institutions and pick "Prairie View A&M University" from the drop down list.
  - c) You will be prompted to fill in your personal information. Be sure to enter your name as the Office of Research Compliance will see it on the IRB protocol (no nicknames, please).
2. Click on *Add a Course or Update Learner Group*. You will be launched into a menu asking you to select a curriculum.
3. Pick *Human Subjects Research* as a curriculum.
4. On the next page, select *Social & Behavioral Researchers*.
5. Next you will be on the Main Menu page. Enter the *Social & Behavioral Researchers Class*.

Go through the class and take all the quizzes and when you are finished, you will be able to print your completion report for the IRB.

If you want to go back and take any other classes, just select the *Add a Course or Update Your Learner Groups* and it will send you back to the curriculum menu to take more classes.

Keep a record of your User ID and Password. You may need to access CITI in the future for other required classes.

Please call the Office of Research Compliance at 936-261-1553 or 936-261-1588 if you have any questions or problems.