Tufts University/Tufts Medical Center CITI GUIDE

❖ Registering with CITI
[For new users only; current users skip to Step 3]
• Step 1: Open www.citiprogram.org.
• Step 2: Create an account by clicking “Register” and follow the instructions on creating a password and username.

❖ Affiliating with Tufts University/Tufts Medical Center
• Step 3: Choose Tufts University/Tufts Medical Center as your Organizational Affiliation.

• Step 4: For subsequent registration steps, fill in the appropriate information.
  ▪ When entering your email address, use your @tufts.edu or @tuftsmc.edu email address.

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Step 5: Choose the learner group that is most appropriate for your research activities
- Biomedical Researcher or Social-Behavioral-Educational Researcher
- If you are an IRB member, choose the IRB on which you serve (Health Sciences or SBER).

Step 6: To complete registration for your learner group, answer Questions 2-5 according to your additional research education needs.
Completing the Education Requirements

- **Step 7:** Once registered, click on your course (e.g. Biomedical or Social-Behavioral-Educational Research).

- **Step 8:** Complete the Integrity Assurance Statement.

- **Step 9:** Complete all “Elective” modules in the Basic Course to earn certification.
  - **16 modules** for the Biomedical Research Course
  - **13 modules** for the Social-Behavioral-Educational Research Course
Checking Certification Status and Printing a Completion Report

- **Step 10:** Check “Status” to see the date that your current certification was earned.
  - Certification expires in 4 years minus 1 day (e.g. Passed on 06/09/14; Expires on 06/08/18)

- **Step 11:** Click on “Print Report” to generate a completion report
  - The report will include the date your course was completed, the modules in your course, your scores, and your certification expiration date.

![Image of Tufts University/Tufts Medical Center Courses]

- If you have any further questions please contact the IRB office at 617-636-7512.

- If you are having difficulty accessing your account information, or if you need to merge duplicate accounts, please contact CITI:
  - Call 305-243-7970; Select Option 1
  - Send an email to citisupport@med.miami.edu

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