REGISTER IN THE CITI TRAINING SYSTEM

If you have never used CITI before, you must register in the system. If you already have a CITI account, skip to CURRENT CITI USER.

1. Direct a browser to www.citiprogram.org

2. Click Register Here under New Users

3. Select “Boise State University” under Participating Institutions, answering the remaining questions, and click Submit at the bottom of the page

4. Enter member information (starred fields required) and click Continue at the bottom of the page.
   a. Institutional email address – can be any email address.
   b. Office Phone – any phone number is fine.

5. Scroll down to Section 4. Responsible Conduct of Research Training (RCR), place a check next to INBRE Students to enroll, and click submit at the bottom.
   a. You may assign yourself any addition training requirements at this time if you need to do so (e.g biosafety).

6. Click “No” indicating you do not need to affiliate yourself with another institution.

7. You will now see the Main Menu.
   a. When you log in again, you will see this page.
   b. You will see your courses under My Courses.
   c. If you need to adjust your course requirement (e.g. add biosafety training), click “Add a course or update your learner groups

Questions?
Contact Matt Lundgren, Office of Research Compliance – matlundgren@boisestate.edu or 426-2345
RCR TRAINING IN CITI

CURRENT CITI USER
Those of you who are already have a CITI account just need to make some adjustments.

Associate Your Account with BSU
If your account is not affiliated with Boise State University, you need to do the following:

1. Direct a browser to www.citiprogram.org and login to your account.
2. In the Main Menu, click “Affiliate with another institution”
3. Under Participating Institutions, select Boise State University, and click Submit at the bottom of the page.
4. Enter member information (starred fields required) and click Continue at the bottom of the page.
   a. Institutional email address – can be any email address.
   b. Office Phone – any phone number is fine.
5. Scroll down to Section 4. Responsible Conduct of Research Training (RCR), place a check next to INBRE Students to enroll, and click Submit at the bottom.
   a. You may assign yourself any addition training requirements at this time if you need to do so (e.g. biosafety).
6. You will see your new course under My Courses in the Main Menu under Boise State University.

Account Already Associated with BSU
1. Direct a browser to www.citiprogram.org and login to your account.
2. From the Main Menu, click “Add a course or update your learner groups” under Boise State University.
3. Scroll down to Section 4. Responsible Conduct of Research Training (RCR), place a check next to INBRE Students to enroll, and click submit at the bottom.
   a. You may assign yourself any addition training requirements at this time if you need to do so (e.g. biosafety).
4. You will see your new course under My Courses in the Main Menu under Boise State University.

Questions?
Contact Matt Lundgren, Office of Research Compliance – mattlundgren@boisestate.edu or 426-2345