| UT Human Research Protectino Program | **Quick Guide**  **CITI Training for IRB Members** |
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|  | Last Revised: 3.28.2022 |

CITI training is accessed at [citiprogram.org](https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English&region=1) and you can use your UT NetID and password to set up an account. You must complete either the Human Subjects Social & Behavioral Research Basic/Refresher course **OR** the Human Subjects Biomedical Research Investigators course.

1. After logging into [citiprogram.org](https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English&region=1) using your UTK NetID and Password select **MY Courses** in the upper left of the screen.
2. Next to “The University of Tennessee-Knoxville” select **View Courses**
3. Then click **Add a Course**
   1. Select for **IRB Members**
   2. Skip question number 2
   3. Select “Not at this time” for question numbers 3 and 4
   4. Select “No” for question number 5
   5. Select “Not at this time” for question numbers 6 and 7
   6. Skip question number 8
   7. Select “No” for question number 9
4. This will bring you back to your main screen with a list of courses for you to complete.
   1. Select “Continue Course” OR “Start Now” for **IRB Members**
      1. NOTE: if you have already completed CITI courses at UT-Knoxville some of the modules within this course may already by complete.

 CITI now offers users a choice between an Audio-Visual traning option or the Classic training option for some modules. If this option is available for the module you are reviewing, it will be listed at the top of the module.

Once you have completed your CITI training please give iMedRIS 1 week to sync your CITI account and update your records. You do not need to contact the office about syncing your account. We will check the status of your training upon submission of an application in iMedRIS.