

NEW CITI REGISTRANTS

If you do not have an account with CITI, follow these steps to establish one affiliated with the university:

1. Access the [myIIT portal](#) and enter your login credentials. After logging in, click on the Research tab.
2. Locate the CITI Training channel in the middle column of the Research tab. Click on [Access CITI Training Courses](#). You will be directed to a new window.
3. Enter your myIIT credentials again and click the Login button. *Please be sure that your email address in CITI is the same email address that you use at IIT.*
4. Agree to the Terms of Service and Privacy Policy. Select an information release consent duration and click the Accept button to continue.
5. Select "I don't have a CITI Program account and I need to create one."
6. Click on the Create A New CITI Program Account button. Your account will be created.
7. Click on the View Courses button under the Institutional Courses- Illinois Institute of Technology section. Select Add a Course to add CITI training courses to your account. Question 1 allows you to select which human subjects training course pertains to your research. For biomedical researchers, select the **Biomedical Research Investigators** course. For social and behavioral researchers, select the **Social & Behavioral Research Investigators** course.
8. Select appropriate responses for all additional questions that pertain to your research. When finished, click on the Submit button.

Once you have established an account, you may complete the human subjects training course. Retain a copy of your completion record upon successful completion of each course.

RETURNING CITI REGISTRANTS

If you already have an account, follow the steps below to complete human subjects training:

1. Access the [myIIT portal](#) and enter your login credentials. After logging in, click on the Research tab.
2. Locate the CITI Training channel in the middle column of the Research tab. Click on [Access CITI Training Courses](#). You will be directed to a new window.
3. Enter your myIIT credentials again and click the Login button.

4. If you have already added one of the available human subjects training courses to your profile, select the course from the list and complete all of the modules. If you do not have any human subjects training courses listed, click Add a Course under "My Learner Tools for Illinois Institute of Technology." Select a human subjects training course under Question 1 pertinent to your research, then click Submit. Then, select the course from Illinois Institute of Technology Courses and complete all of the modules.

Retain a copy of your completion record upon successful completion of each course.