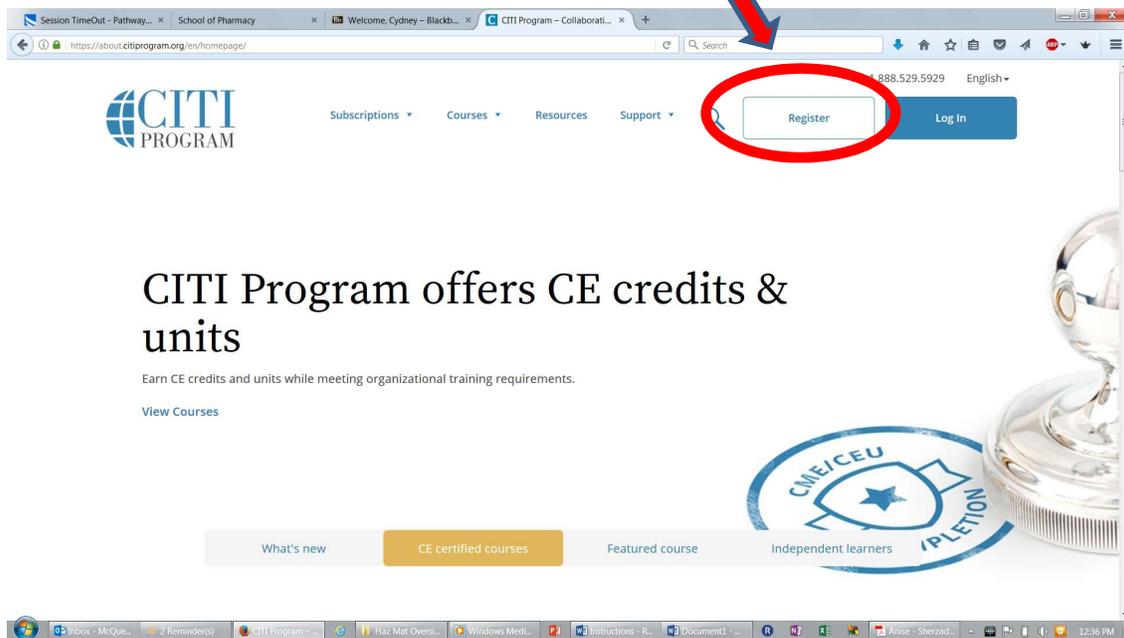


## Registering With CITI

- Go to <https://www.citiprogram.org/> and click on “Register.” The home page rotates between different images, so it may not look exactly like this.



**Step 1:** Begin typing, then **Select** “University of Missouri - Kansas City (SSO)” when it appears, check the “I AGREE” box, check the “I affirm” box, then click “Continue to SSO Login / Instructions”

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

### Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

University of Missouri - Kansas City (SSO)

University of Missouri - Kansas City allows the use of a CITI Program username/password or Single Sign On (SSO) for access.

Single Sign On (SSO) requires a username and password issued by University of Missouri - Kansas City.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of University of Missouri - Kansas City.

Continue To Create Your CITI Program Username/Password

or

Continue To SSO Login / Instructions

**Step 2:** sign in with your UMKC SSO

**Step 3:** Click on **View Courses**

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Missouri - Kansas City

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

**Step 4:** Click **Add a Course**

#### Learner Tools for University of Missouri - Kansas City

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

LEGAL

[Accessibility](#)

[Copyright](#)

## Step 5: The Categories of Courses – Click on circled courses

### Question 1

#### Human Research

Select the group appropriate to your research activities.

This question is required. Choose all that apply.

- Group 1: Biomedical Investigator (UMKC and TMC)
- Group 2: Social & Behavioral Investigator
- Group 3: IRB Members
- No human research courses needed

### Question 2

Would you like to take the **IRB Chair** course?

This question is required. Choose one answer.

- Yes
- Not at this time.

### Question 3

#### Lab Animals

Select the group appropriate to your research activities with lab animals.

- Group 1: IACUC Members
- Group 2: Researchers
- Working with the IACUC
- Essentials for IACUC Members
- IACUC Community Member
- IACUC Member Refresher Case Studies
- Working with the IACUC Refresher
- No animal research courses needed

### Question 4

**Lab Animals** Please select the lab animals you work with in a research setting.

- Amphibians
- Mice
- Rats
- Rabbits
- Fish
- Zebrafish
- No animal research courses needed.
- Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress

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### Question 5

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#### Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

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### Question 6

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Would you like to take the Conflict of Interest mini-course?

- Yes
- No

**NOTE: Your time is valuable!**

**Pay close attention to the instructions for Questions 7 and 9. If you choose and complete the wrong course, you'll either have to repeat work, or do a lot of reading and testing that is not required.**

## Question 7

### Biosafety & Biosecurity Course Enrollment

Please select the course(s) that you need to complete.

- Institutional Biosafety Committee Member Course
- Basic Introduction to Biosafety
- Basic Introduction to Biosafety - UMKC School of Pharmacy**
- Training for Investigators, Staff and Students Handling Biohazards.
- Biosafety Refresher Course
- Animal Biosafety
- Shipping and Transport of Regulated Materials
- OSHA Bloodborne Pathogens**
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- Biosafety Complete Training
- Dual Use Research of Concern (DURC)

**ONLY Graduate students, post-docs, and basic sciences faculty** need this Basic Intro to Biosafety course - **make sure to choose the UMKC version**

**ONLY PharmD students and practice faculty** need this OSHA BBP course

## Question 8

### US Export Control Course

Please make your selection below to receive the US Export Control Course.

This question is required. Choose one answer.

- US Export Control Course
- Not at this time.**

## Question 9

### Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS), please make your selection below.

- Health Information Privacy and Security (HIPS) Course
- Health Information Privacy and Security (HIPS) Course - UMKC School of Pharmacy**
- Not at this time.

**ONLY PharmD students** need this HIPAA/HIPS course – **make sure to choose the UMKC version**

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## Question 10

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Please select the Good Clinical Practice course that you will like to review.

- Good Clinical Practice Course, US FDA Focus
- Good Clinical Practice Course for Medical Devices  
(International focus)
- Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs  
(ICH / international focus)

**Leave all unchecked**

Submit

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Click Submit and you are done with Registration!

**To Add or Remove a course**, sign in to CITI then click on **View University of Missouri – Kansas City Courses** and go through the same process, starting with the menu in **Step 4** – you'll need to check all boxes that you checked before.