Registering With CITI

- Go to [https://www.citiprogram.org/](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”
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

Would you like to affiliate with another Institution?

Would you like to remove an existing 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
Step 5: The Categories of Courses – Click on circled courses

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**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**

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**Question 2**

Would you like to take the IRB Chair course?

*This question is required. Choose one answer.*

- Not at this time.

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**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 a Protocol Author

**No animal research courses needed**

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**Question 4**

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

- Amphibians
- Mice
- Rats
- Rabbits
- Fish
- Others

**No animal research courses needed.**

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Question 5

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.

Question 6

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
- Training for Investigators, Staff and Students Handling Biohazards.
- Biosafety Refresher Course
- Animal Biosafety
- Shipping and Transport of Regulated Substances

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

= Basic Introduction to Biosafety - UMKC School of Pharmacy

ONLY PharmD students and practice faculty need this OSHA BBP course

= 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)

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.
= 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 - UMKC School of Pharmacy
= Not at this time.

ONLY PharmD students need this HIPPA/HIPS COURSE – make sure to choose the UMKC version
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.