

Adding Human Subjects Research Course in CITI

Step 1: Log in to your CITI account:

<https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English®ion=1>.

Step 2: Click on **My Courses** on the menu at the top.



Step 3: Click on **View Courses** next to University of Arkansas at Little Rock.

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 Arkansas at Little Rock

[View Courses](#)

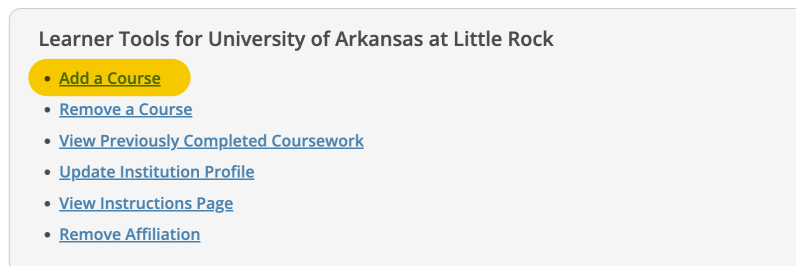
Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

Step 4: Select **Add a Course** from Learner Tools for University of Arkansas at Little Rock menu at the bottom.



Step 5: Answer Question 1.

Select **Group 1: Social and Behavioral Responsible Investigators and Key Personnel**

Question 1

Human Subjects Research

Select the group appropriate to your research activities.

- Group 1: Social and Behavioral Research Investigators and Key Personnel
- Group 2: IRB Reference Resource. All CITI modules are available for ongoing use and reference when you join this Learner Group. However, if you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you must enroll in Group 1 and complete the required course content to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" for ongoing access and resource use of all CITI modules.

Step 6: Answer Question 2.

Select **Group 1: Social and Behavioral Responsible Investigators and Key Personnel**

Question 2

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

- I have not previously completed an approved Basic Course.
- Group 1: Social and Behavioral Research Investigators and Key Personnel
- Group 2: IRB Reference Resource. All CITI modules are available for ongoing use and reference when you join this Learner Group. However, if you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you must enroll in Group 1 and complete the required course content to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" for ongoing access and resource use of all CITI modules.

Step 7: Click on **Submit**. The module should now appear under **Courses Ready to Begin**. Click the **Start Now** button to begin.

Step 8: Create a PDF of the report (**NOT the certificate**).

How to create a PDF:

- Access the report and click on the View/Print button
- When the PDF loads, click on the printer icon in the upper right corner
- Click on Destination and select Save as PDF
- Save the file with your First, Last Name, and CITI RCR Report
- Copy and paste each page of the report into the protocol document