

IRB CITI Training Requirements for Faculty, Staff, Students

Once you have created your account with CITI and affiliated with Kennesaw State University [KSU], please ensure that you have enrolled in the proper course. If you are still unsure after reviewing the information below, please contact the Office of Research Compliance at researchcomp@kennesaw.edu.

1. Go to <https://about.citiprogram.org/en/homepage/>. If you already have a login, skip to item 21.
2. Click on the Register button on the top right of the page.
3. Enter "Kennesaw State University" in the "Select Your Organization Affiliation" search box.
4. Click the box to "Agree to the Terms of Service".
5. Click "Continue to Step 2".
6. Enter your information in the appropriate boxes. You can include a personal email as either the primary or the secondary option. We suggest you use your KSU email for at least one.
7. Click "Continue to Step 3".

Follow the on-screen instructions to create a Username and Password. *For security purposes do NOT use your KSU NetID and password on this website.*

9. Select a security question and answer.
10. Click "Continue to Step 4".
11. Please enter your Country of Residence.
12. Click "Continue to Step 5".
13. KSU's Office of Research Compliance does not require that you maintain CE Credits; however, if you choose "Yes" as your answer you will have the ability to request and personally pay for those credits later if you decide you need them. Choosing "Yes" does not obligate you in any way; it only makes them accessible to you.
14. You may choose to allow CITI Program to contact you to participate in a research survey, but a "Yes" answer is not required by KSU.
15. Click "Continue to Step 6".
16. For "Institutional email address" enter your official KSU email address, [NetID]@kennesaw.edu or [NetID]@students.kennesaw.edu. Do not use any aliases you may have set up for your KSU email. This address must match our user database for the Cayuse Research Suite to sync your training with Cayuse.
17. Fill in the required answer to "Highest degree."
18. Select the role that best describes you under "Primary research role."
19. Click the drop-down box for "Which course do you plan to take first?" and select Human Subjects Research. You can add courses as needed after you have created your profile.
20. Click "Continue to Step 7";

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21. Log in to your CITI account.
 22. Navigate to "My Courses" along the top menu. If necessary, click the "View Courses" button next to Kennesaw State University.
 23. Either click "Learner Tools" at the top of the course list or scroll to the bottom of the page.
 24. Within the "Learner Tools" box, click "Add a Course."
 25. In the course selection list, check the box next to "Human Subjects Research Training." You may also select any additional courses you need at this time.
 26. Click "Next" at the bottom. You will see a series of follow-up questions (shown below). Choose the correct course at the top that relates to your research

current CITI certification in the IRB Members Basic Course as well as the appropriate Social, Behavioral, & Educational or Biomedical Basic Course during your term of service.

IRB Chair

Institutional/Signatory Officials

Not at this time

Once all required modules are completed successfully, you will be shown a "View course completion history and print completion certificates" link. There is also an option to "View/Print" or "Share" your of each course at the menu once it has been completed. We recommend that you save the certificate for your records.