



Instructions for using CITI Program for all investigators and study staff conducting research under the jurisdiction of the UT Southwestern

**Please use the following steps with CITI.**

1. Open your internet browser. On a PC, please use Internet Explorer or Firefox. On Macintosh, please use Firefox. Please note that IR does not support all browsers. Go to the following address: <http://www.citiprogram.org/>. If you are a new user, you must register to obtain a user name and password. If you are a returning user and need help logging in, please skip to the FAQ

**NOTE:** If you ever forget your password or user name: You can go to “Forgot login information” at the home webpage to retrieve the information.

**New Users [Register Here](#)**

**Already Registered? [Login Below](#)**

**Username**

**Password**

2. On this page, please select the institution. To do this, select the drop down menu next to Participating Institutions and select UT Southwestern Medical Center.

## 1. Select your institution or organization

### Participating Institutions:

3. Create your user name and password. UT Southwestern suggests that you use your Southwestern ID. Your password will be static and not automatically update when you update your Southwestern ID.
4. Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "\_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".
5. Provide your name. Please use your full name as recognized by Human Resources. Providing a nick-name or an abbreviated name may cause delay in verifying your training.
6. Provide your email address. Please provide your Southwestern email as your preferred address. If you have a second email address that can be used in case your preferred email address changes, enter it into the page. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

7. Click Submit.

8. Complete the following fields:

*Fields marked with an \* are required fields*

- Gender
- Date of Birth
- Person Number (only for UT Southwestern employees, see below)
- Department
- What is your job title?
- Office Phone
- Mail Code
- Home Phone
- May we re-contact you to complete a course survey?

**Please use the following steps to affiliate with UT Southwestern.**

Required fields are marked with an asterisk. When you are finished, click the Submit button at the bottom of the page to save your information.

**NOTE:** In order to find your UTSW person number, open GroupWise and click send a new email. Your name should be displayed in the 'from' field. In the 'To' field, type your own name.

The screenshot shows a GroupWise email interface. The 'From' field is set to 'Theresa J. Gennare'. The 'To' field is empty. The 'Subject' field is empty. A contact's personal information is displayed in a yellow box. The 'Person Nbr' field is highlighted with a red arrow and contains the value '80860'. Other fields include Name, E-Mail Address, Office Phone Number, Fax Number, Title, Department, Last Name, First Name, Location, Mail Code, Initials, eDirectory Distinguished Name, GroupWise E-Mail Address, User ID, Mailstop, and Internet Domain.

Name:	Theresa J. Gennare
E-Mail Address:	Theresa.J.Gennare@UTSouthwestern.edu
Office Phone Number:	(972) 445-1444
Fax Number:	(972) 445-1444
Title:	Business Analyst II
Department:	Research Services
Last Name:	Gennare
First Name:	Theresa
Location:	PH 102A
Mail Code:	80860
Person Nbr:	80860
Initials:	TJG
eDirectory Distinguished Name:	Theresa.J.Gennare@UTSouthwestern.edu
GroupWise E-Mail Address:	Theresa.J.Gennare@UTSouthwestern.edu
User ID:	Theresa.J.Gennare
Mailstop:	PH 102A
Internet Domain:	UTSouthwestern.edu

This will display your personal information from Human Resources. Please note the field titled Person Nbr. This is the information that CITI is requesting. If you do not have a UTSW Person number, please leave this field blank.

## FAQ

### Can I complete CITI training in several sessions?

Yes. You can leave and come back to the site using your CITI username and password.

To sign in again later:

1. Go to: <http://www.citiprogram.org/>.
2. Enter your User Name and Password.

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### How do I get a copy of my completion certificate?

You can view and print a copy of your completion certificate by logging into the [CITI home page](#) with the *username* and *password* you selected when you first registered.

Upon successful login, you will be at the "Learner's Menu" screen:

If under the **Status** heading it says "passed", then under the next column heading - **Completion Reports** - click on the *print* link. This will display a table and the last column of the table is headed *Print Completion Report* - click on the *print completion report* link in this column to print the certificate.

If under the **Status** heading it says "*Not Started - Enter*" or "*Incomplete - Re-enter*", click on *Previous Coursework Completed* link, then click on *See coursework completed for UT Southwestern University since...* . This will display a table and the last column of the table is headed *Print Completion Report* - click on the *print completion report* link in this column to print the certificate. Please maintain certificates for your own records. It is generally not necessary to submit copies to the IACUC office.

### What is a Learner Group and which should I select for my training?

There are several Learner Groups to choose from, with each group reflecting a different training curriculum. Group descriptions are for each selection. Please choose a Learner Group that best reflects the area of research and responsibilities for you.

### Can I take additional modules beyond the above courses

Absolutely. Once you complete the basic course(s), you can choose to take additional optional modules, including the Responsible Conduct of Research (RCR) Courses.