

Instructions for accessing Human Subjects Training

1. Go to <https://www.citiprogram.org/index.cfm?pageID=668>
 2. Click on Register near top right of page;
 3. Select “Your Organization Affiliation” and type in Sul Ross in the box, the list of organizations will show, then select Sul Ross State University;
 4. Click the radio button next to “I Agree...”
 5. Click the radio button next to “I affirm that I am an affiliate of Sul Ross State University”;
 6. Click on “Create a CITI Program account” button;
 7. Fill in all the required fields (first name, last name, email address, verify email address. Use your @sulross.edu address here;
 8. It is a good idea to add your secondary (Personal) email address as a backup.
 9. Create a user name then continue to step 4.
 10. Most of you will not have/will not need an ORCID ID and can skip this block but you must complete your country of residence and whether you allow contact.
 11. Finalize Registration.
 12. CE/CMEs – Click No on this step and then click Submit;
 13. Provide language preference and once again, your university email address;
 14. In Department box, type in the name of your department;
 15. Select your role, e.g. Student Researcher-Undergraduate; Student Researcher-Graduate level; or Principal Investigator;
 16. You may, but you do not have to provide mailing address or phone number. If you have any inclination toward doing any human research, it is a good idea to provide the information so you can more easily access the proof of training.
 17. Click Submit.
- On the Select Curriculum page, select Students, then click submit
- Select the following:
- Social and Behavioral Research (Human Subjects Research)
 - Social and Behavioral Responsible Conduct of Research

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18. Click the Next button which will take you to a screen with the courses you have selected.
19. You must complete both of the trainings. Of course, you may complete more.
20. Once you have successfully completed the courses, you will earn a certificate; save the certificate and upload it to the your IRB proposal in the IRBnet system.
 - a. If you have a LinkedIn account, you can have those certificates automatically uploaded to that account making them visible for any of your contacts. That is also a good way to store your certificate(s) so you can share them on a resume, with a prospective employer, etc.