OFFICE OF
THE INSTITUTIONAL
REVIEW BOARD

Instructions to Complete CITI Training

Log into CITI: Copy and paste the following URL into your web browser: https://www.citiprogram.org. Follow the on screen instructions to log into CITI.

Note: The CITI account is not linked to your UNM NetID account. If you forget your username/password, follow on-screen instructions to retrieve your information.

Affiliate with UNM Main Campus: Once you have successfully logged into CITI, on the arrow next to your name to open your Profile. Choose "Add Institutional Affiliation" and select "University of New Mexico, Main Campus". Check both boxes and select continue.

Institutional Email: If you are affiliated with UNM enter your UNM email. If you are an external partner enter your preferred contact email address.

*All persons external to UNM will need to upload their CITI completion report with their protocol submission for verification of CITI.

Department: If you are affiliated with UNM enter your UNM department. If you are external to UNM enter external as your department.

Role: Select the most applicable role from the drop-down menu.

Selecting Training Course: After affiliating with UNM, Main Campus, you will choose a learner group. Choose the required "Main Campus Researchers" group. You are required to take eight (8) required modules and four (4) elective modules (from a selection of 21). You may also choose to take supplemental trainings.

View/Complete CITI Courses: Click on "University of New Mexico, Main Campus Courses" to view your selected course(s). Click on the course title to complete the required modules.

Status/Print CITI Completion Report: Once the course has been completed and passed, the Status will read "Passed." Then you will be able to print a completion report or certificate. *Note: If **Status** does not say "Passed," you must complete the required modules in the course.*

Change Course Selection: To update your course selections, choose "Add a Course."

Instructions Page: Click the "View instructions page" link for assistance.

For further assistance, contact the UNM Office of the Institutional Review Board at:
IRBMainCampus@unm.edu or (505) 277-2644