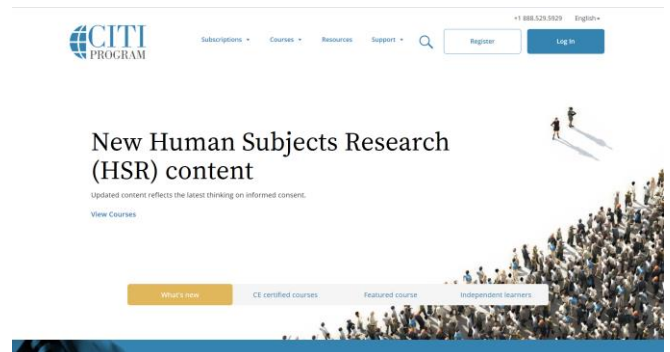


## Instructions to complete CITI Human Subjects Research Course

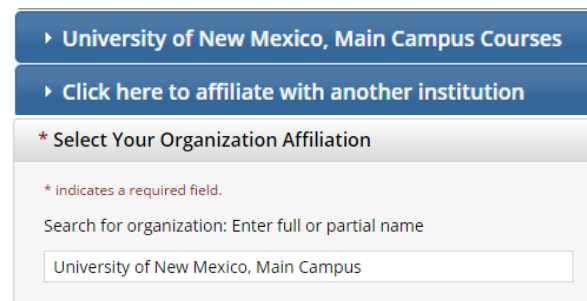
- Log into CITI:** Copy and paste the following URL into your web browser: <https://www.citiprogram.org> Follow the on screen instructions to log into CITI.

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

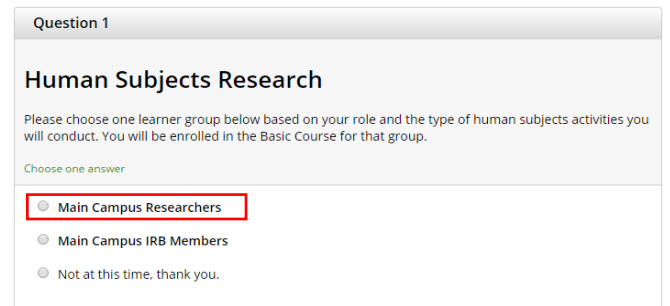


- Affiliate with UNM Main Campus:** Once you have successfully logged into CITI, click the “Main Menu” link. On the Main Menu page, make sure that “University of New Mexico, Main Campus Courses” is listed.

If not listed: choose “Click here to affiliate with another institution,” select “University of New Mexico, Main Campus,” and follow the on screen instructions to update your affiliation.



- Selecting Training Course:** After affiliating with UNM, Main Campus, you will choose a learner group. **Choose the required “Main Campus Researchers” group.** You may also choose to take supplemental trainings.



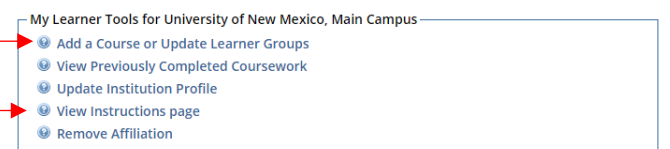
- View/Complete CITI Courses:** Click on “University of New Mexico, Main Campus Courses” to view your selected course(s). Click on the course title to complete the required modules.

University of New Mexico, Main Campus Courses			
Course	Status	Completion Report	Survey
Main Campus Researchers	Passed 09/20/2015	Print Report	Post-course evaluation

- 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. Save the Completion Report as a pdf to upload with your IRB submission.

*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 of Update Learner Groups.”
- 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](mailto:IRBMainCampus@unm.edu) or (505) 277-2644