Instructions to Complete CITI Training

1. **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.

2. **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.
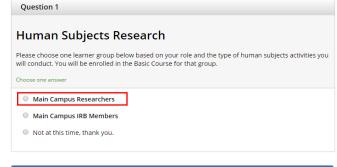
3. **Selecting Training Course:** After affiliating with UNM, Main Campus, you will choose a learner group. Choose the required "Main Campus Researchers" group. You may also choose to take supplemental trainings.

4. **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.

5. **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.*

   The IRB only accepts completion reports, which list the modules, scores, and dates completed. We do not accept the "certificate."

   The majority of modules must have been completed within the past 3 years in order for the training to be valid. If the majority of modules are expired, the training is expired, even if the expiration date is in the future.

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

7. **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