

How to Set up CITI Account and Register for Training Course Directions

- Go to CITI <https://about.citiprogram.org>
- Select “Register” at top right of screen
- Under “Select your Organization Affiliation” type in Eastern Washington University
- Then read and check the box next to “I AGREE to the Terms of Service and Privacy Policy”
- Check the box stating you “Affirm you are an affiliate of Eastern Washington University”
- Select “Continue to Create Your CITI Program Username/Password
- Enter in name and your EWU email
- Select “Continue to step 3”
- For Role
 - Students: scroll down to the bottom and select “Student Researcher (graduate or undergraduate)
 - Faculty: select “Principal Investigator” (7th from the top of the list)
- You can skip the address section
- For Phone, enter in 509-359-6200
- For “Which course do you plan to take” question, select “Other”
- Continue to Question 1
 - Compensation Reporting, select “Not at this time”
- Under Question 2:
 - If you are a student (undergraduate or graduate):
 - select “Human Subjects Research for Student Investigators (required for student IRB applications)”
 - If you are a faculty member:
 - Social and Behavioral Researchers, select “Human Subjects Research for Social and Behavioral Researchers” (third option)
 - Biomedical Researchers, select “Human Subjects Research for Biomedical Researchers” (second option)
- For Responsible Conduct of Research (RCR) select “Not at this time”
- For Biosafety/Biosecurity question, ONLY if you work with biohazards, select first or second box
- For Laboratory Animal Research, ONLY select a box if you work with animals. If not, leave blank.
- Health Information Privacy and Security (HIPS), do not select a box.
- Institutional Review Board (IRB), select “Not at this time”
- For Institutional Animal Care and Use Committee (IACUC), select “Not at this time”
- For Institutional Biosafety Committee (IBC), select “Not at this time”
- For United States Department of Agriculture (USDA), select “Not at this time”
- Select “Submit”

To Find the Course (IRB Training) You Registered For

- Once logged into CITI, at the top of the page select “My Courses”
 - Under “Institutional Courses” select “View Courses”
 - Your course will be under Courses Ready to Begin. Once you complete the course, it will move to Completed Courses.
 - To print off Completion Certificate Select “View Print Share Course” and on next page select “View Print” under Completion Certificate