

CITI WEBSITE – Instructions for CPHS Investigator Training Requirements

NEW USERS
Visit the CITI homepage: https://www.citiprogram.org/ . Choose create an account and click “register”.
Steps 1-7: Registration
<ol style="list-style-type: none"> 1. Select University of Houston as your affiliated institution by typing in the box provided. 2. Fill in your personal information and email address. 3. Create a username and password. 4-6. Answer questions. 7. Make applicable selections.
Click “ Complete Registration ”.
Click “ Finalize Registration ”.
Main Menu Page: Courses
<ol style="list-style-type: none"> 1. Select your course from the dropdown menu under “University of Houston Courses”. 2. Click “Complete The Integrity Assurance Statement before beginning the course” and submit. 3. You may begin taking the required module(s) listed on this page. Complete the modules (including quiz).

REGISTERED MEMBERS
Visit the CITI homepage: https://www.citiprogram.org/
Log in with your username and password.
Main Menu Page
If University of Houston is already listed as your affiliated institution, continue by selecting “University of Houston Courses”. If not, select “Affiliate with another institution” and change the affiliation.
Step 1:
From the dropdown menu, select your course. If not listed select “ Add a course or update learner groups ” and follow the instructions below.
1-4 Select the curriculum appropriate to your research activities.
5. Answer “YES”.
6-7. Choose all that apply to your research
Click “ Submit ”.
When you return to your course listings dropdown menu, you should see the required courses listed.
Step 2: Courses
Click “Complete The Integrity Assurance Statement before beginning the course” and submit.
You may begin taking the course module(s) listed on this page by clicking on the module title. Complete the modules (including quiz).

A score of 80% is required to fulfill the human subjects’ research training requirement. You may print out your certificate for your records. You do not need to send this certificate to the CPHS office as we have access to the transcripts.