



## Institutional Review Board

Office of Research and Sponsored Programs

University of Massachusetts Boston

100 Morrissey Boulevard, Boston, MA 02125-3393

P 617.287.5374 | [irb@umb.edu](mailto:irb@umb.edu)

[www.umb.edu/research/research-sponsored-programs/integrity-compliance/irb](http://www.umb.edu/research/research-sponsored-programs/integrity-compliance/irb)

### READ FIRST!

The following instructions are only for external/non-UMB individuals who need access to the UMass Boston CITI trainings but do not have a UMass Boston email account.

Individuals who have a UMass Boston email account need to log in through our University of Massachusetts single sign-on (SSO) link at: <https://www.umb.edu/research/research-sponsored-programs/integrity-compliance/irb/#d.en.1073011>

New to CITI? Access the website here: <https://www.citiprogram.org/index.cfm?pageID=14>

If you do not have a UMass Boston email account, select “REGISTER” if you have *never* used CITI before.

➔ If you do not have a UMass Boston email account, do *not* use the “LOG IN THROUGH MY ORGANIZATION” option.

The image shows the CITI PROGRAM login interface. At the top is the CITI PROGRAM logo. Below it are three buttons: "LOG IN" (underlined), "LOG IN THROUGH MY ORGANIZATION" (circled in red with a red X over it), and "REGISTER" (circled in green). A green arrow points down from the logo to the "REGISTER" button. Below the buttons are two input fields: "Username" and "Password", each with a "Forgot?" link. At the bottom is a blue "Log In" button.

### Follow the steps in CITI.

Step 1: Select Your Organization Affiliation

- Type out “University of Massachusetts Boston” in the search box. Do *not* abbreviate. Do not select “University of Massachusetts Boston (SSO)” as the SSO is only available to individuals with a UMass Boston email account.
- Confirm “I agree” to terms and service and “I affirm that I am an affiliate of University of Massachusetts Boston.”
- Agree to the two boxes and “Create a CITI Program account.”
- Do *not* use the “Independent Learner Registration” option. If you are asked to pay, you have selected the wrong option. CITI training is at no cost to you.



## Institutional Review Board

Office of Research and Sponsored Programs

University of Massachusetts Boston

100 Morrissey Boulevard, Boston, MA 02125-3393

P 617.287.5374 | [irb@umb.edu](mailto:irb@umb.edu)

[www.umb.edu/research/research-sponsored-programs/integrity-compliance/irb](http://www.umb.edu/research/research-sponsored-programs/integrity-compliance/irb)

Step 2: Personal Information (name and email address).

- Use your preferred email address. CITI sends reminder notices or password resets to this email.

Step 3: Create your username and password

Step 4: Country of Residence

Step 5: Continuing Education Unit (CEU) – select **NO** unless you plan to purchase CEUs

Step 6: Complete registration questions. Since you do not have a UMB email, you may enter your preferred email.

Step 7: Enable the software by selecting the appropriate coursework

- Several courses are available in CITI for your needs. You can take any UMB courses available in CITI.
- To access the specific training required for *Human Subjects Research*, you must select “Yes, I conduct research with live human beings, human samples or with data derived from human beings.”

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

Choose all that apply

- Yes, I conduct research with live human beings, human samples or with data derived from human beings.
- Yes, I conduct research or teaching activities that utilizes live, animal subjects or tissues derived from live animal subjects.
- Yes, I need/want to take the course on Responsible Conduct of Research (RCR).
- Yes, I need/want to take the course on Financial Conflicts of Interest (FCOI).
- Yes, I need/want to take the course on Export Control.
- Yes, I need/want to take the course on Information Privacy Security (IPS).
- Yes, I am involved in research for an NIH-funded Clinical Trial and need/want to take the course on Good Clinical Practice (GCP).

Next

- For *Human Subjects Research*, select the group that best corresponds to your research and/or interests: “**Social & Behavioral Research**” or “**Biomedical Research.**” You are not required to take both. (“IRB Members” is an option for members and staff of the UMB IRB.)



## Institutional Review Board

Office of Research and Sponsored Programs

University of Massachusetts Boston

100 Morrissey Boulevard, Boston, MA 02125-3393

P 617.287.5374 | [irb@umb.edu](mailto:irb@umb.edu)

[www.umb.edu/research/research-sponsored-programs/integrity-compliance/irb](http://www.umb.edu/research/research-sponsored-programs/integrity-compliance/irb)

\* **Human Subjects Research**  
Select the group appropriate to your research activities.

Choose one answer

Social & Behavioral Research

Biomedical Research

IRB Members

Next

- Next, select “Finalize Registration”
- To access your courses (under **My Courses**), select “University of Massachusetts Boston Courses.”

**Please note:** you will need to select “**Complete the Integrity Assurance Statement before beginning the course.**” Review the Terms of Service and check the box to accept, then select the submit button.

Social & Behavioral Research Investigators and Key Personnel - Basic Course

To pass this course you must:

- Complete all 13 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or change the overall score, BUT completed CE certified modules will count toward CME credits (AMA PRA, Psychology credits, nursing credits as applicable).

You have unfinished required or elective modules remaining

Your Current Score  
**0%**

Complete The Integrity Assurance Statement before beginning the course ←

You will now be able to access the training modules. Follow the onscreen prompts to navigate within the course. The CITI program will save your progress should you choose to exit and complete the modules in multiple sessions.

Still stuck? Helpful Starting Guide from CITI Program: [Support link from CITI program](#)