Instructions to Access CITI Training
Office of Research Compliance (ORC), University of Maine

The Office of Research Compliance (ORC) delivers a variety of research training through the University of Maine System (UMS) subscription service to the Collaborative Institutional Training Initiative (CITI). These instructions guide you through the institution-specific CITI registration and enrollment processes. Further information about Research Compliance at the University of Maine and training requirements can be found on the [ORC website](#).

**IMPORTANT NOTE:** You are only required to complete the training(s) for your specific area(s) of research compliance.

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I. Establish a CITI Account

   a. Please note: if you have previously set up a CITI account, please do NOT create another one. See Section II (Log into CITI as an Existing User) of this document for guidance.

   b. Go to CITI Program (https://about.citiprogram.org/) and click on the white “Register” button located in the upper right hand corner of the homepage.

   c. Search for ‘University of Maine System’ in the section titled ‘Select your Organizational Affiliation’ and click on it.
      
      i. Click the check boxes to agree to the CITI Terms of Service and Privacy Policy, and to agree that you are an affiliate of the University of Maine System.

      ii. Click the “Continue to SSO Login/Instructions”

      iii. Note: No action is needed in the bottom section titled “Independent Learner Registration.”
d. Under “Associate your SSO account with a CITI Program account” click “I don’t have a CITI Program account and I need to create one.”
   i. Click the button that appears below labeled “Create A New CITI Program Account.”

   ii. This will automatically create an account for you using your UMaine SSO (Single Sign-On), the same login information used to log into the UMaine Portal, etc. You should also receive a confirmation email via your maine.edu email address with this information.

II. Log into CITI as an Existing User
   a. To log into CITI once you have established your CITI account, go to CITI Program (https://about.citiprogram.org/) and click the blue “Log In” button located in the upper right hand corner of the homepage.

   b. On the login page, click the center option labeled “Log In Through My Organization.”

   c. On the list of organizations that appears, click on “University of Maine System” and you will be logged in using your UMaine SSO.

   d. NOTE: if you already had an account set up with CITI from another institution, you can affiliate that existing account with UMaine. See instructions from CITI on how to add/change your affiliated institution.
III. Enroll in CITI Courses

a. New Users

i. After you enroll, you will be brought to your “My Courses” page. Under “Institutional Courses,” click the button next to University of Maine System labeled “View Courses.”

ii. You will be brought to the “Select Curriculum” page. Select any desired course(s) from the list. See section IV (Required Trainings) of this document for details on which specific trainings are required for each area of research.

iii. Once you have made your selection(s), hit the “Submit” button at the bottom of the page (Note: you are able to sign up for additional courses later, after you have made this initial selection – see section III.b [Returning Users] of this document for instructions).

b. Returning Users

i. After logging into CITI as a returning user, you will be brought to the “My Courses” page. Click on the “View Courses” button next to the University of Maine System (as shown above under New Users).

ii. On this page, you will see a list of all courses you are currently enrolled in and have previously completed.

iii. To enroll in another course, scroll to the very bottom of the page to the section labeled “Learner Tools for University of Maine System.” Click the link for “Add a Course.”

iv. You will be brought to the “Select Curriculum” page. Select any desired course(s) from the list. See section IV (Required Trainings) of this document for details on which specific trainings are required for each area of research compliance.
IV. Required Trainings

PLEASE NOTE: You are only required to take the trainings for your specific area(s) of research compliance.

If you are unsure of which trainings may be required for your research, please explore the resources available on the ORC website and reach out to the ORC for additional guidance as needed.

Once you know which trainings are required for your research, find the relevant compliance area below and follow the instructions to sign up. See section III (Enroll in CITI Courses) of this document for instructions on how to enroll as a new or existing CITI users.

a. Animal Care
   i. Visit Animal Care on the ORC website for guidance on when and for whom this training is required.
   ii. To enroll, on Question 6, select the required course “Working with the IACUC” (as shown below). In addition to the required “Working with the IACUC” course, we strongly recommend you take modules from these sections that apply to your research.

   ![Question 6](image)

   List continues – see the CITI enrollment page for the full list of available modules. In addition to the required “Working with the IACUC” course, we strongly recommend you take modules from these sections that apply to your research.
b. Biosafety
   
i. Visit Biosafety on the ORC website for guidance on when and for whom this training is required.
   
   ii. To enroll, on Question 7, select the following 4 courses:
       
       1. Introduction to Biosafety
       2. Basic Biosafety Training (Note: after enrollment, on My Courses page, the title will appear as “Training for Investigators, Staff and Students Handling Biohazards.”)
       3. Select Agents, Biosecurity and Bioterrorism
       4. NIH Recombinant DNA (rDNA Guidelines)

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**Question 7**

**Biosafety/Biosecurity**

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

- [x] Introduction to Biosafety
- [x] Basic Biosafety Training
- [ ] Biosafety Retraining
- [ ] Animal Biosafety
- [ ] Shipping and Transport of Regulated Biological Materials
- [ ] OSHA Bloodborne Pathogens
- [x] Select Agents, Biosecurity and Bioterrorism
- [ ] Emergency and Incident Response to Biohazard Spills and Releases
- [ ] Human Gene Transfer Trials
- [x] NIH Recombinant DNA (rDNA) Guidelines
- [ ] OSHA Personal Protective Equipment Training
- [ ] Institutional Biosafety Committee Member
- [ ] Biosafety Complete Training
- [ ] USDA Permits
- [ ] Dual Use Research of Concern (DURC)
- [ ] Hazard Communication
c. Conflict of Interest
   i. Visit Conflict of Interest on the ORC website for guidance on when and for whom this training is required.
   ii. To enroll, on Question 5, select “Conflicts of Interest (All OTHER University of Maine System Campuses).”

   Question 5

   Conflicts of Interest

   Check the box for the applicable UMS Campus:

   ☐ Conflicts of Interest (University of Southern Maine Campus ONLY)
   ☑ Conflicts of Interest (All OTHER University of Maine System Campuses)

   d. Export Control
      i. Visit Export Control on the ORC website for guidance on when and for whom this training is required.
      ii. To enroll, on Question 8, select “CITI Export Controls.” (Note: after enrollment, on My Courses page, the title will appear as “CITI Export Controls Course.”)

   Question 8

   CITI US Export Control Regulations

   Please make your selection below to receive the CITI US Export Control Regulations course.

   ☑ CITI Export Controls
   ☐ Not at this time.
e. Human Subjects
   i. Visit [Human Subjects on the ORC website](#) for guidance on when and for whom this training is required.
   ii. On Question 1, select one learner group based on your role and the research you will be conducting. You will be able to go back and add another learner group later on, if needed.
      1. The most common selection is “Social & Behavioral Research Investigators,” shown below. (Note: after enrollment, on My Courses page, the title will appear as “Social & Behavioral Research - Basic/Refresher.”)
      2. The Biomedical Research Investigators course can be selected for researchers that are conducting mostly biomedical research.

   ![Human Subjects Question 1](#)

f. Responsible Conduct of Research
   i. Visit [Responsible Conduct of Research on the ORC website](#) for guidance on when and for whom this training is required.
   ii. On Question 4, select “General Responsible Conduct of Research Course.” (Note: after enrollment, on My Courses page, the title will appear as “General RCR.”)

   ![Responsible Conduct of Research Question 4](#)
As a reminder, please note that you are only required to take the trainings for your specific area(s) of research compliance. If you are unsure of which trainings may be required for your research, please explore the resources available on the ORC website and reach out to the ORC for additional guidance as needed.

V. Access CITI User Records and Reports
   a. Users can access training records and Completion Reports through the “My Records” link in the menu bar at the top of the CITI page.
   b. CITI will automatically alert ORC when you complete training, however there is a slight delay. ORC is also able to view in CITI when your training is complete. Please do not need to send copies of completion reports to ORC.
      i. If you require immediate assistance (i.e. you’ve just completed Financial Conflicts of Interest training and need access to PARS), please contact sponsored@maine.edu.
      ii. For all other CITI training inquiries, please contact umric@maine.edu.