Getting started on CITI

NKU IRB requires a minimum score of 80% for each individual module. CITI only requires an 80% average on all modules combined. CITI will tell you that you are passing with 80% but you will not pass unless you have an 80% or higher on each individual module. Please be aware of this difference when you are completing the required modules.

How to register on CITI:

1. Go to www.citiprogram.org and click on the "Register" button located in the blue log in box to the right of the homepage.

2. Type any part of the Northern Kentucky University title and choose the Northern Kentucky University from the participating institution drop down list.

3. Continue to Step 2 (Ignore the Independent Learner question)

4. The next step requests that you enter your first and last name along with your email address.

5. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

6. Ensure you use an email address that you can access so you can complete the registration process by verifying the email.

7. Now you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

8. During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.

9. This screen collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

10. Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during this step. There is a cost to this and students can check NO to this answer. Faculty and staff may use this option if they prefer but most NKU researchers choose NO on this section.
11. This final registration step is institutional specific. Each institution determines the fields listed on this page and what information is required or optional. Any questions regarding the fields on this page should be directed to NKU’s CITI Program administrator. Research Compliance 859-572-5136 or irb@nku.edu

12. The final step before initiating the training is to choose your courses. The questions on this page are set up based on the institutional specific courses. Please read each question carefully to ensure you are enrolled in the correct course. You will need to answer each question though many of the answers will be Not at This Time or No.

To view accompanying screen shots for the registration process, please visit:

http://citiprogram.desk.com/customer/portal/articles/1231781-new-learner-account-registration-2-0