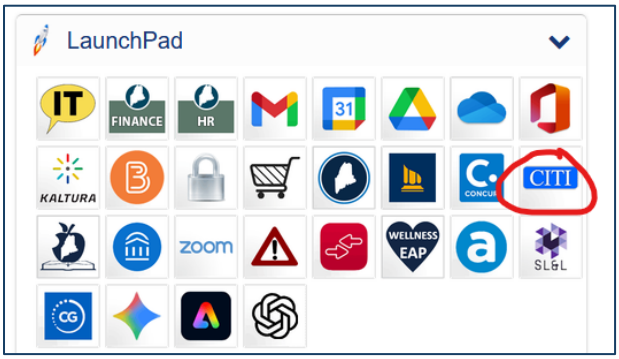
New IRB Member

Internal to the University of Maine System

After logging into the USM portal, look for the CITI icon on the **LaunchPad** for single-sign-on. If it is your first time accessing CITI, there may be some registration questions to fill in.



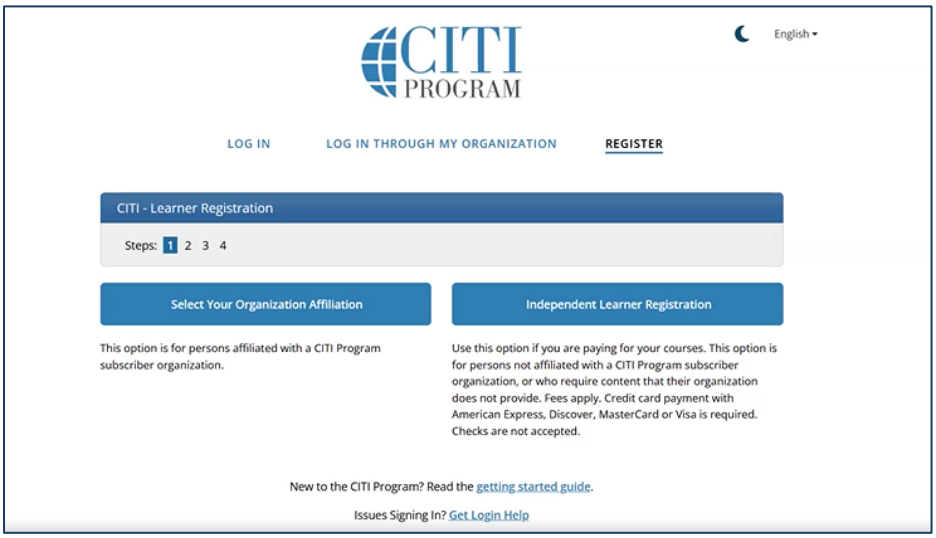
External to the University of Maine System (UMS)

https://about.citiprogram.org/

From the link, click on the registration button in the upper right corner of the page.



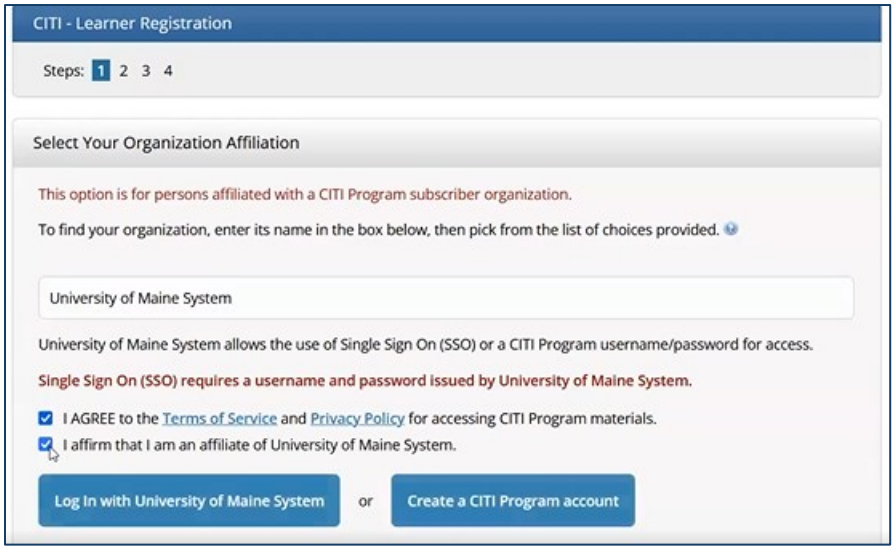
Step 1: Click on button **Select Your Organization Affiliation**



Type **UNIVERSITY OF MAINE SYSTEM** into the search text box.

External to the UMS choose: **University of Maine System**

Internal to the UMS choose: **University of Maine System SSO**, (single-sign-on)



Check to boxes for

- ☐ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
- ☐ I affirm that I am an affiliate of the University of Maine System.

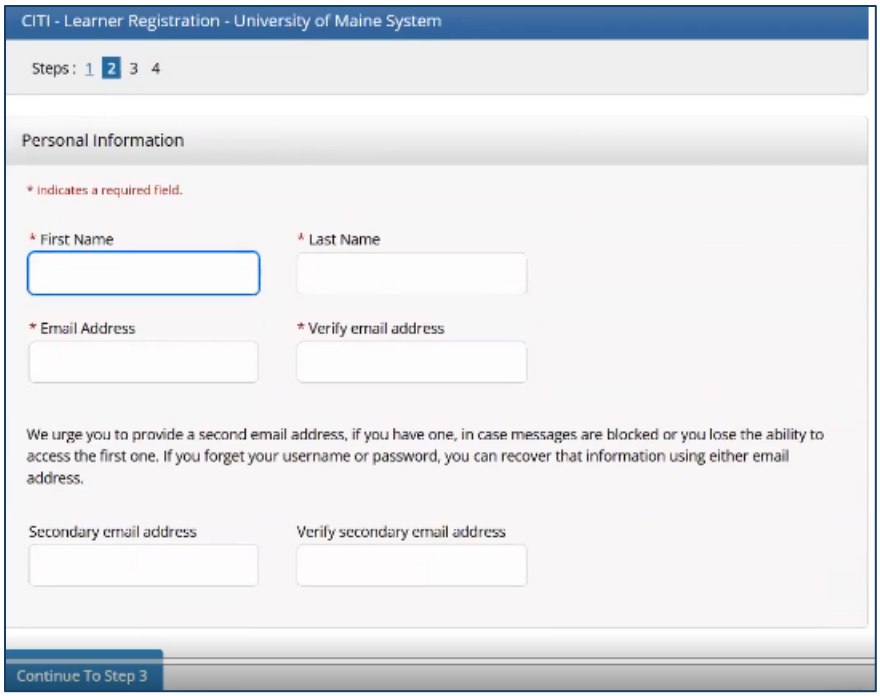
There are two buttons:

Internal to the UMS choose: **Log in with University of Maine System**

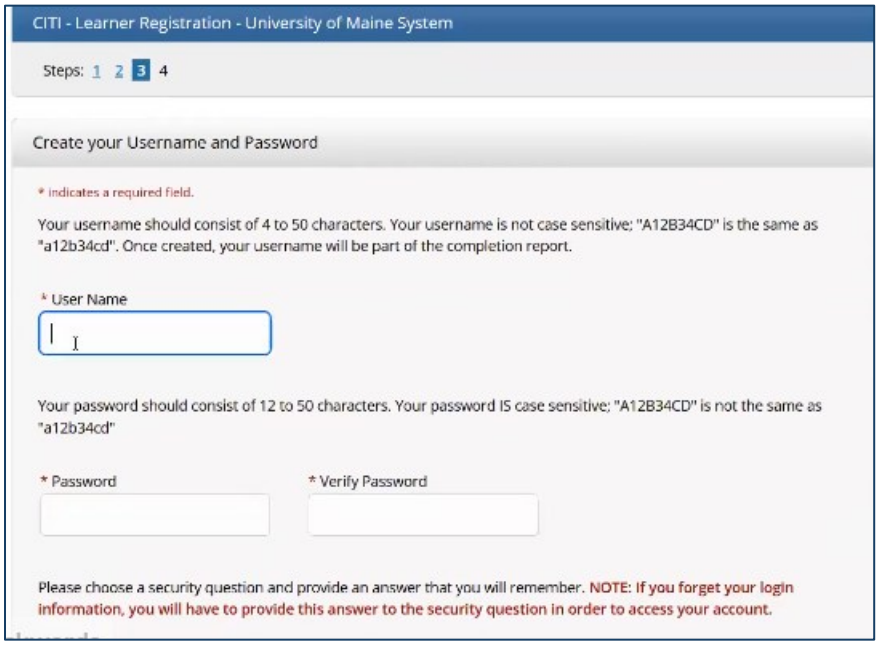
External to the UMS choose: **Create a CITI Program Account**

Step 2:

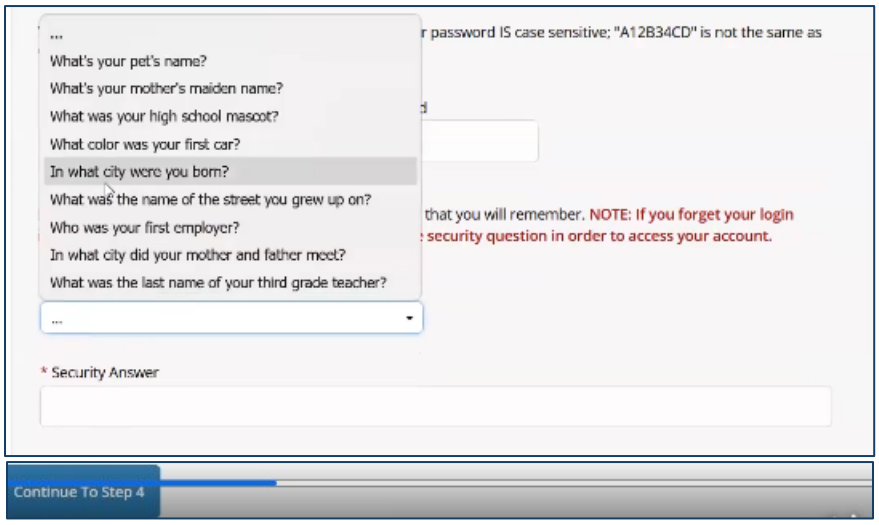
Enter your first and last name along with your email address Continue to Step 3.



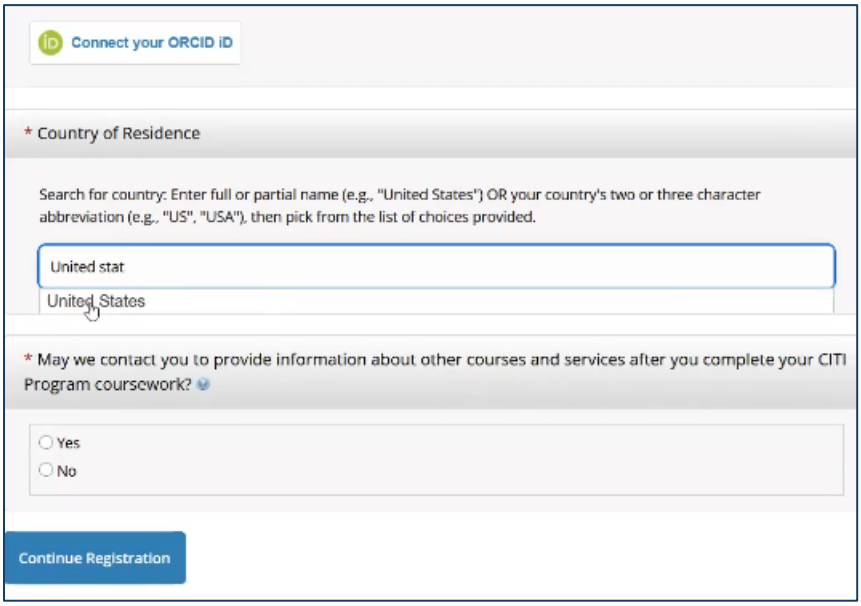
Then choose a username and password.



Choose a security question and response.



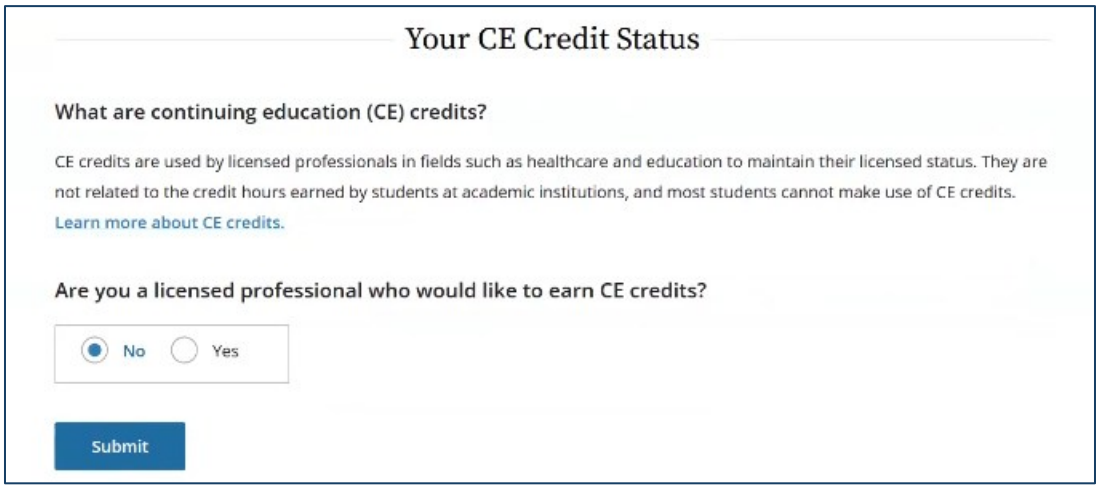
Enter Country of Residence



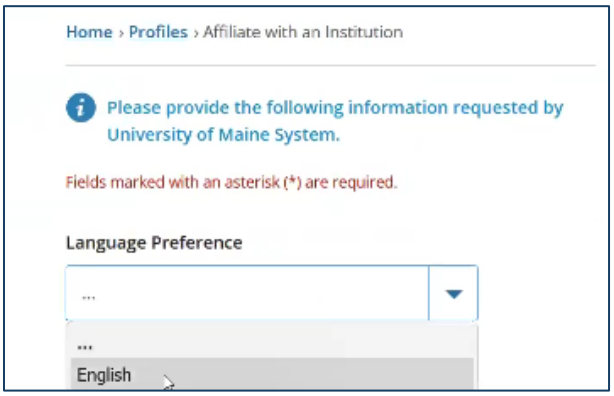
CITI ask if you want to be contacted about other courses or services. Yes/No

Continue Registration button

If you are interested in **continuing education credits**, they are at your own expense. Yes/No Submit button

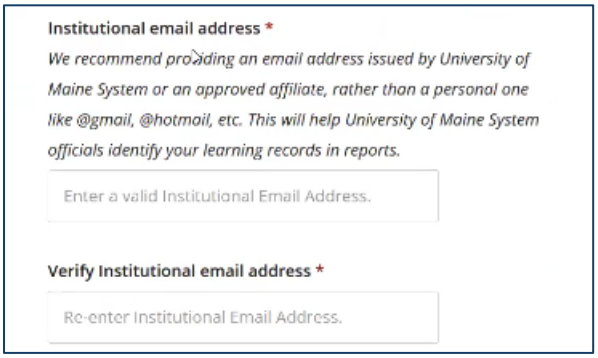


Language preference

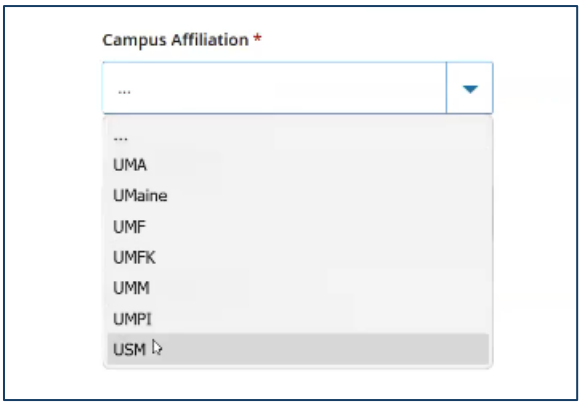


Institutional email address. Internal to UMS use your @maine.edu address.

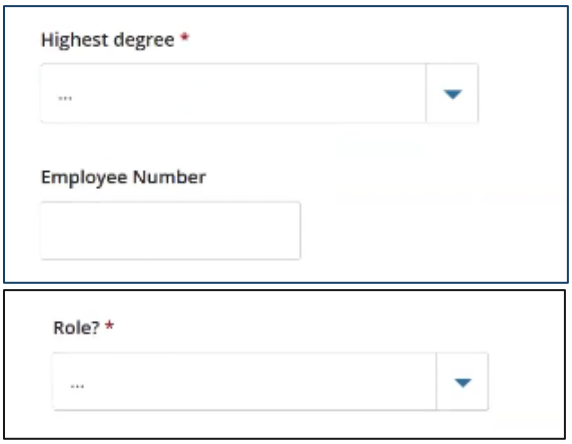
Please **use the same email address when requesting a Cayuse UserID**.



Select Campus Affiliation

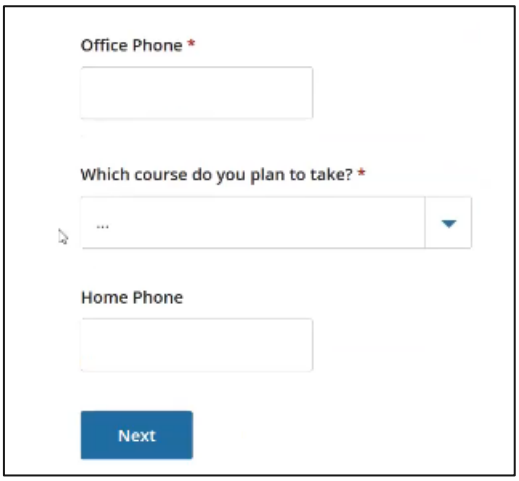


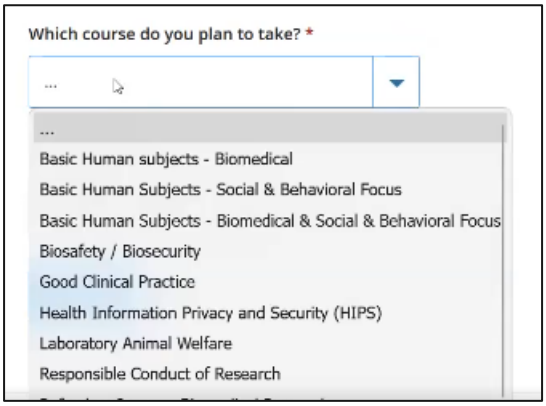
Choose highest degree completed and closest role to your position in research.



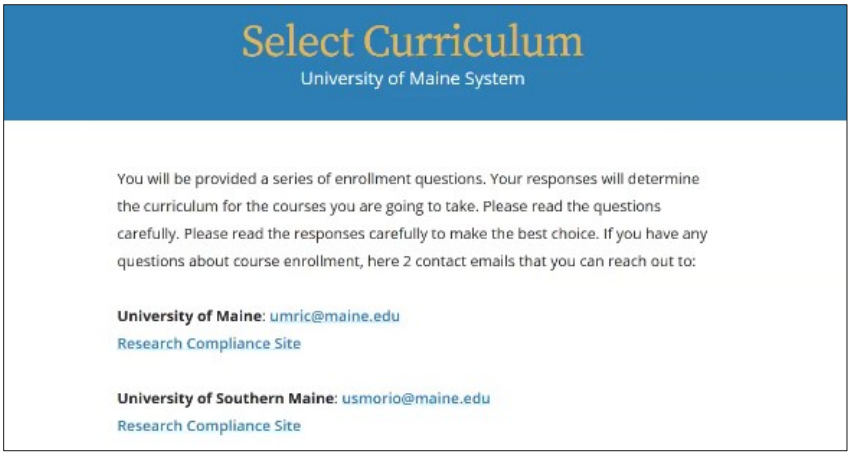
Enter phone number and the primary course you intend to take. Next button.

This question is duplicative, you choose the actual course(s) next.

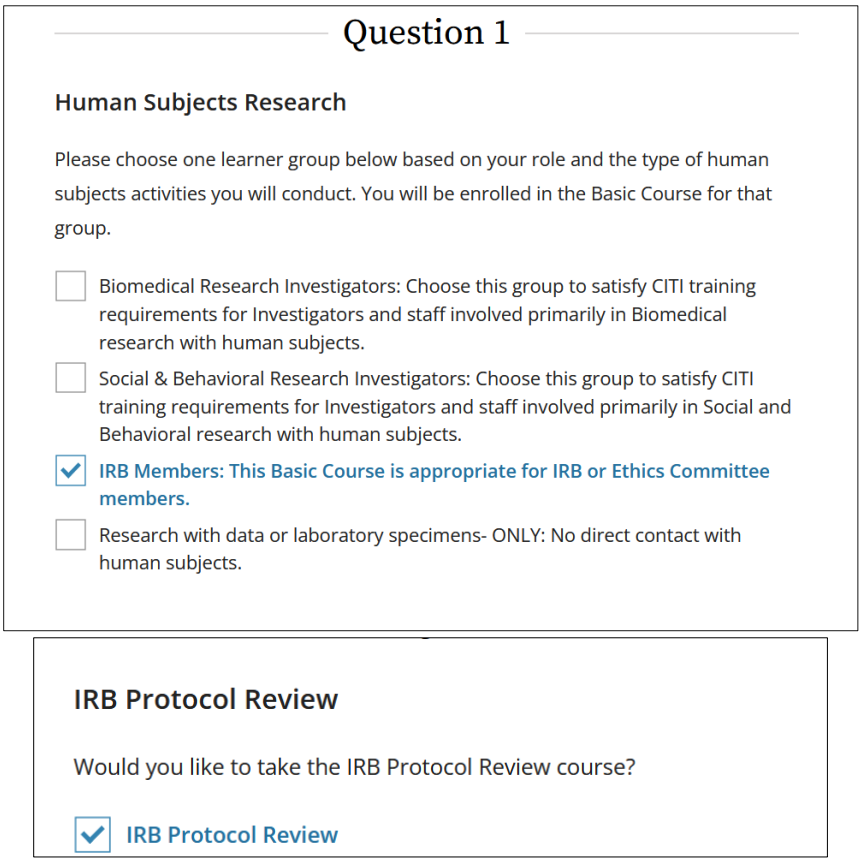




Course selections

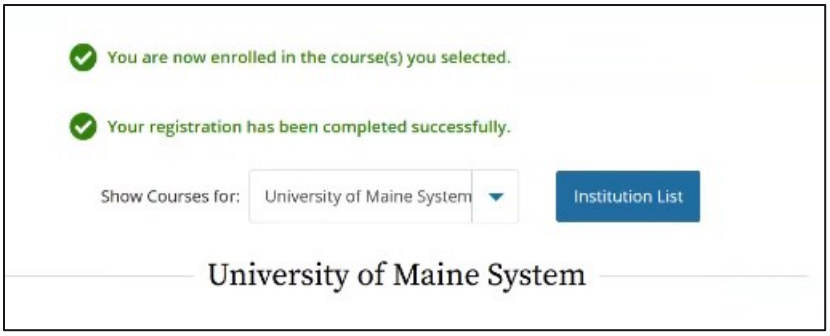


Scroll down choose **IRB Member and IRB Protocol Review**

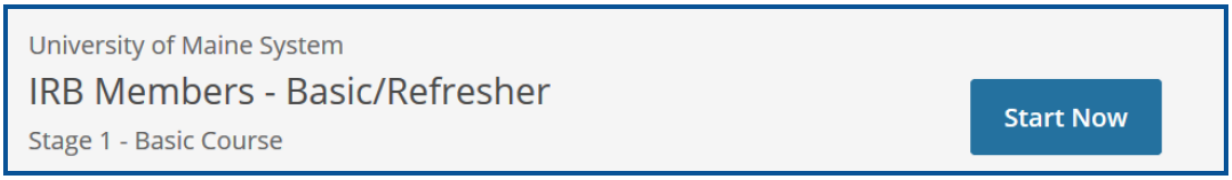


Scroll to the bottom of the page and click Submit button.

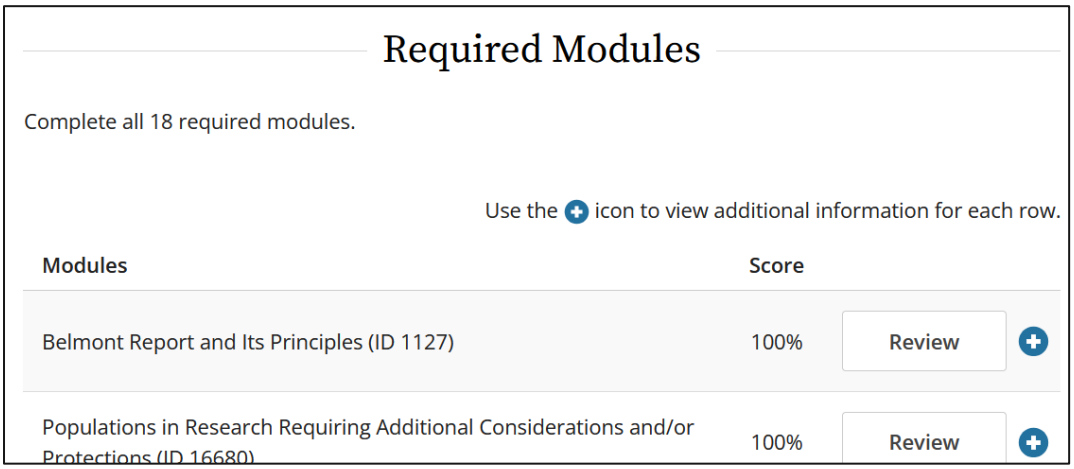




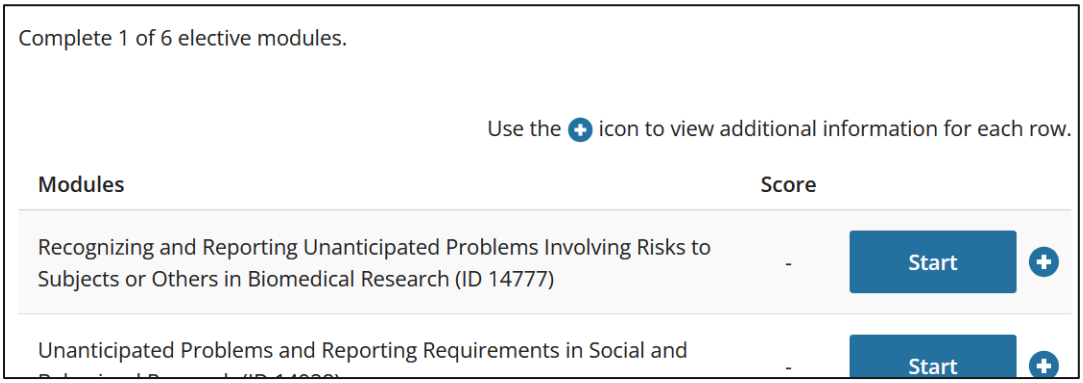
Click the Start Now button to start a course



Once the course is started, work your way down each training. Once the first one is completed, the next will be available to complete, and so on.



Choose one elective



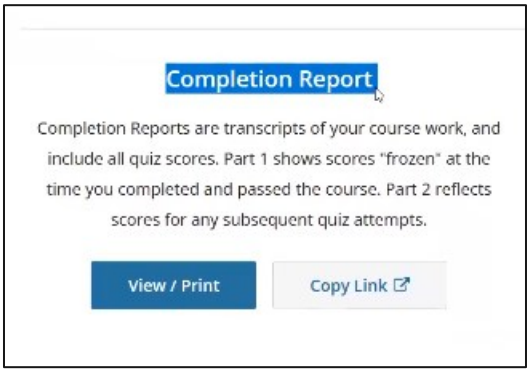
To find your completion report, click on My Records at the top of the page.



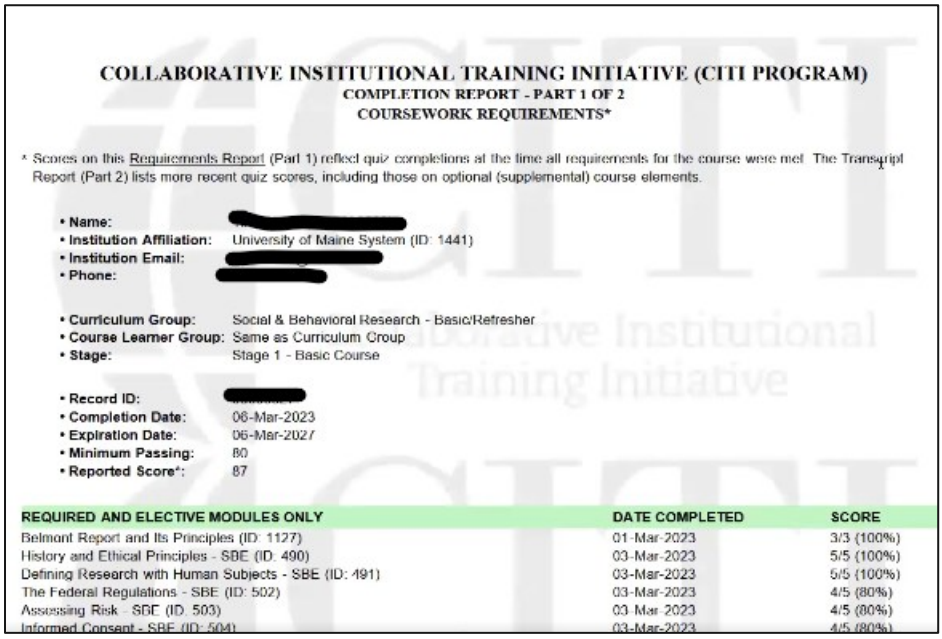
Click on **View-Print-Share**

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	9884840	80%	84%	19-Sep-2012	19-Mar-2015	18-Mar-2019	View	View-Print-Share
Refresher Course	29776854	80%	92%	12-Feb-2019	25-Feb-2019	24-Feb-2023	View	View-Print-Share
Basic Course	53035327	80%	87%	01-Mar-2023	06-Mar-2023	06-Mar-2027	View	View-Print-Share

Choose Completion Report, View/Print



A pdf copy is provide to download.



COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 1 OF 2
COURSEWORK REQUIREMENTS*

* Scores on this Requirements Report (Part 1) reflect quiz completions at the time all requirements for the course were met. The Transcript Report (Part 2) lists more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** [redacted]
- **Institution Affiliation:** University of Maine System (ID: 1441)
- **Institution Email:** [redacted]
- **Phone:** [redacted]

- **Curriculum Group:** Social & Behavioral Research - Basic/Refresher
- **Course Learner Group:** Same as Curriculum Group
- **Stage:** Stage 1 - Basic Course

- **Record ID:** [redacted]
- **Completion Date:** 06-Mar-2023
- **Expiration Date:** 06-Mar-2027
- **Minimum Passing:** 80
- **Reported Score*:** 87

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Belmont Report and Its Principles (ID: 1127)	01-Mar-2023	3/3 (100%)
History and Ethical Principles - SBE (ID: 490)	03-Mar-2023	5/5 (100%)
Defining Research with Human Subjects - SBE (ID: 491)	03-Mar-2023	5/5 (100%)
The Federal Regulations - SBE (ID: 502)	03-Mar-2023	4/5 (80%)
Assessing Risk - SBE (ID: 503)	03-Mar-2023	4/5 (80%)
Informed Consent - SBE (ID: 504)	03-Mar-2023	4/5 (80%)