**University of Texas Health Science Center San Antonio Human Research Protection Education for Practice Based Researchers**

**CITI Program Instructions**

1. Go to <https://www.citiprogram.org>
2. If you are already registered:
	* Log in with your username and password
	* Click on “Add a course”
	* Next for Question 1: Select “Human”
	* Question 2: Answer “Yes, and I have never completed the Practice Based (The Practice Based Research Basic Course will be added to your curriculum.)”
	* Questions 3-14, Answer “No” or “I do not conduct ”
	* Skip Questions 15-16 and click “complete registration”
	* Next click “finalize registration”
	* The course has now been added to your profile. When you are ready, click “Start Now” to take the “Practice-Based Research” Course.
	* Read through the Assurance Statement, Select “I AGREE”, and click Submit.
	* Follow the instructions and complete the 6 required modules. It will keep track of your progress if you cannot finish all the modules at once. You must finish the modules in order before proceeding to the next one.
3. If you are not registered:
	* Select Register on the homepage
	* Type in “University of Texas Health Science Center San Antonio”, check the boxes “I AGREE…” and “I affirm…”. Click the “continue to create your CITI Program Username/Password”
	* Fill in your personnel information (name and your work/institutional email) and click “continue to step 3”.
	* Next create your username and password and select a security question and answer and click “continue to step 4”.
	* Type in United Sates for Country of Residence and for now, select No for the next 2 questions and click “continue to step 5”.
	* Next select No for the question on CE credit and click “continue to step 6”.
	* Next provide information requested by UTHSCSA. Only fill in your email address, for Department type in “Periodontics” and for Role in Research, choose “Clinical Researcher” in the drop box and click “continue to step 7”.
	* Next for Question 1: Select “Human”
	* Question 2: Answer “Yes, and I have never completed the Practice Based (The Practice Based Research Basic Course will be added to your curriculum.)”
	* Questions 3-14, Answer “No” or “I do not conduct ”
	* Skip Questions 15-16 and click “complete registration”
	* Next click “finalize registration”
	* Next click “view courses” and click “start now” to start your “Practice-Based Research” Course
	* The course has now been added to your profile. When you are ready, click “Start Now” to take the “Practice Based Research” Course.
	* Read through the Assurance Statement, Select “I AGREE”, and click Submit.
	* Follow the instructions and complete the 6 required modules. It will keep track of your progress if you cannot finish all the modules at once. You must finish the modules in order before proceeding to the next one.