CITI Training Login and Course Registration

Follow these instructions to log in to your existing CITI account and add the appropriate courses.
Using an SMU-networked computer, navigate to CITIProgram.org and select “Log In” in the upper right hand corner.
Log in with your username and password. These are not necessarily your SMU ID and password; when you first created your CITI account, you created a unique username and password.
Select the "Southern Methodist University Courses" tab.

When the tab opens, all of your completed or pending course are listed. If the course you need to take isn't listed here, you will need to add the course. Scroll down to the box labeled "My Learner Tools for Southern Methodist University" and select "Add a Course."
Now you will select your curriculum. This can be changed at any time. If the training topic doesn’t apply to you, select “Not at this time.” See the following slides for more information about each training topic.
Human Subjects Research

All key personnel on Human Subjects Research projects must complete training before the study can be approved by the IRB. You may customize your training selection based on the type of research you will be performing: “Biomedical Research” or “Social & Behavioral Research.” If the IRB has determined that your research project is eligible for an exemption, you may select the “IRB determined Exempt status” option. Finally, IRB Members will select the “IRB Members” option.
Responsible Conduct of Research

All researchers and students receiving external funding must complete Responsible Conduct of Research training. Select the appropriate training option based on your classification: “Research Faculty & Staff,” “Graduate Research Assistants,” or “Graduate Teaching Assistants.”

Question 2

Responsible Conduct of Research
Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer:
- Responsible Conduct of Research Course for Research Faculty & Staff
- Responsible Conduct of Research Course for Graduate Research Assistants
- Responsible Conduct of Research Course for Graduate Teaching Assistants
- Not at this time.
Laboratory Animal Research

All animal users must complete the “Animal Users Course.” In addition, you must select additional courses based on the species with which you work. Finally, IACUC members will select the “IACUC Members Course.”
Export Controls

This specialized training is required for personnel included on a Technology Control Plan (TCP) or on a research project related to the transfer of equipment and technology that could be subject to export controls regulations.

Question 4

Please select your US Export Control Course below if you need to take US Export Control Course courses.

Choose one answer

- CITI Export Controls Course
- Not at this time, thank you.
Biosafety/Biosecurity

IBC members will select the “Institutional Biosafety Committee (IBC) Member” course. The remaining courses are available for informational purposes only.
Financial Conflict of Interest

All Responsible Parties who receive external research funding must complete the Financial Conflicts of Interest training every 4 years. Responsible Parties are individuals who are responsible for the design, conduct, reporting, or oversight of externally sponsored research at SMU.
After you have made a selection in each box, click “Select.” The courses will now be available in your account.

Contact Research Compliance at 214-768-2033 or ResearchCompliance@smu.edu with any questions.

Visit the Compliance Training website for more information.