

## Human Use Training:

### Detailed Directions for using Citiprogram

1. Go to: <https://about.citiprogram.org/en/homepage/>, and click on the “Log In” button. Then enter your “username” and “password.” Skip to step 10.
2. If you are new user, click Register.
3. Enter your organization affiliation: “Louisiana Tech University” and agree to the terms of service and affirm that you are affiliated with La Tech by checking the appropriate boxes.
4. Enter Personal Information
5. Create username and password
6. Choose country
7. Answer the next series of questions. Answer “no” to continuing education and complete the other questions. Answer No to all that don’t apply.
8. Answer all questions about yourself.
9. Click “finalize Registration.”
10. From the “Main Menu/My Courses” page, click on the “Louisiana Tech University Courses” pull down menu.
11. Depending whether you are involved in Social & Behavioral or Biomedical research click on the appropriate menu item to pull up the available courses. Complete the required modules.

**Attach certificates to new IRB protocols.**