

UTHSCSA

CITI Program Instructions

1. Go to: <http://www.citiprogram.org/>
2. If you **are** registered, enter your username and password to login.
 - a. Click on the “University of Texas Health Science Center San Antonio Courses”
 - b. Click on “Add a course or update your learner groups”
 - Answer the questions as they apply to you. (If something does not apply skip it or answer “no”.)
 - Be sure to click on “**Submit**” at the bottom of the page.
3. If you are **not** registered, click on the “**Register**” button.”
 - a. In the “Participating Institutions” dropdown box be sure to select “University of Texas Health Science Center at San Antonio”
 - b. Continue through the 7 registration steps (need to answer only those with an “*” by them)
 - c. For step 7, Answer the questions as they apply to you. (If something does not apply skip it or answer “no”.) Be sure to click on “**Complete Registration**” at the bottom of the page.

You should now be on your main page.

4. Click on the “University of Texas Health Science Center San Antonio Courses”
5. Your courses will be listed under “**Course**”,
6. Click on the Course name to complete the course.
7. Be sure to Click on “The Integrity Assurance Statement.” This must be completed before the program will allow you to continue to the required modules.

If you have any questions contact the IACP office at iacp@uthscsa.edu or (210) 567-8260.

Special Note for staff conducting research at South Texas Veterans Health Care System (STVHCS). *If you will be conducting research at the STVHCS (VA), you must complete the VA training (also located on the CITI website). You will need to affiliate with San Antonio VA. If you complete the VA training you are not required to complete the UTHSCSA (HSC) training.*