

# UTHSCSA

## CITI Program Instructions

### Part 1(Sign-up)

#### **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 VA training.

- If you are affiliated with the UTHSCSA and STVHCS this can be done by answering Question 4 on your UTHSCSA curriculum selection page. If you complete the VA training you are not required to complete the UTHSCSA Biomedical training.
- If you are only affiliated with the VA; affiliate with the STVHCS and complete your courses through the VA curriculum selection page.

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”
    - i. If you have not affiliated with UTHSCSA, use the “Click here to affiliate with another institution
    - ii. In the “Participating Institutions” dropdown box be sure to select “University of Texas Health Science Center at San Antonio”
    - iii. Continue through the 7 registration steps (need to answer only those with an “\*” by them)
    - iv. 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. Click on “Add a course or update your learner groups”
  - b. Answer the questions as they apply to you. (Note: If something does not apply skip it the question, or answer “no”.)
  - c. 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 UTHSCSA CITI Program Administrator at [irbmail@uthscsa.edu](mailto:irbmail@uthscsa.edu) or (210) 567-8250.