Registration Instructions for CITI Training - IBC
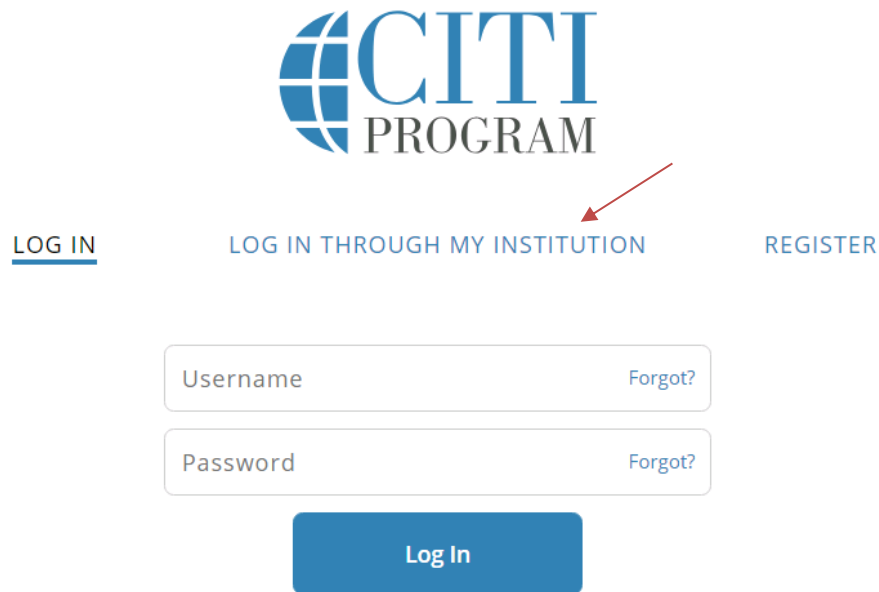
Step 1: Login to CITI

Go to the Collaborative Institutional Training Initiative (CITI) website. Using a Purdue University Career Account, click "Log In Through My Institution" and use your BoilerKey to access CITI courses. Those without Purdue Career Account credentials must register for CITI by creating a new CITI account.

*If this is the first time you have logged in using your Purdue Career Account, CITI will prompt you to link any existing CITI accounts. Please link any former accounts to your CITI account by following the screen prompts.
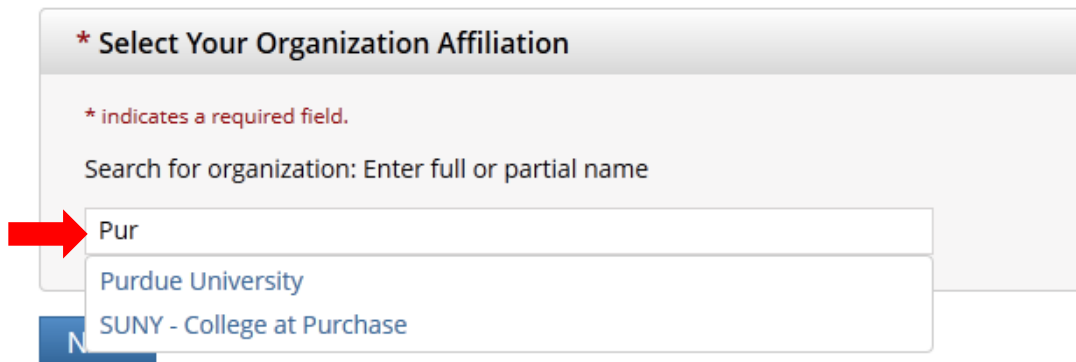
Step 2: Select an Organization Affiliation with Purdue University

Begin typing "Purdue" in the text box. **"Purdue University"** should appear as shown in the screenshot below. Investigators at all Purdue University campuses must register under Purdue University for CITI courses. IBC staff members are unable to verify records without this step. Failure to select Purdue University as the organizational affiliation may delay review of applications.

*If you are a Purdue researcher who completed your CITI training at another institution, you can transfer your certification to Purdue University by selecting "Affiliate with Another Institution" on the user menu and completing any remaining modules in the course.

*External investigators who are engaged in the conduct of a Purdue research study at a Purdue University campus, may affiliate themselves with Purdue University to fulfill Purdue's education requirement.

Step 3: Select a Learner Group

To add a learner group, scroll to the question involving Institutional Biosafety Training and select the course. Training must occur in the" Biosafety for Principal Investigators, Lab Personnel, and IBC Members" Training Courses to fulfill IBC requirements.

NOTE: Responsible Conduct of Research (RCR), Human Subjects, or other CITI training courses do not fulfill biosafety research training requirements. Each course is specific to the necessary content.

Step 4: Complete Training Course

Complete all modules of the selected training. You must score an 80% in the course and review the Purdue University Institutional page to pass training.

Step 5: Keep Records

The Principal Investigator of a study must maintain training records on any IRB protocol. Keep a record of CITI training (through the provided Certificate of Completion) in all study records. Students and Staff should send their Certificate of Completion to the PI or designated research personnel responsible for recordkeeping.