Office of Research and Sponsored Programs
University Massachusetts Boston
100 Morrissey Boulevard, Boston, MA 02125-3393
P 617.287.5370 | www.umb.edu/ORSP

How to Login and Use CITI:

Getting Started
UMass Boston utilizes Collaborative Institutional Training Initiative (CITI) courses for required training.

Logging In:
Use the UMass Boston CITI Single Sign-On (SSO) link found on the ORSP Training & Education page. Enter your campus-wide UMass Boston email and password.

First Time Access
See, CITI Training Instructions for additional instruction on logging into CITI with your UMass Boston credentials for the first time.

Profile Setup:
Please be sure that your CITI profile has your first name, last name, and UMass Boston email address (XXXX.XXXX@umb.edu) as your *primary* email address. Your CITI profile **must** have your UMass Boston email as your primary email address. This allows your CITI trainings taken through UMass Boston to display in Kuali.

Adding Courses:
Under My Courses, select View Courses for University of Massachusetts Boston

Upon selecting My Courses, you may see options for Institutional Courses, especially if you have more than one institutional affiliation. If you see this screen, select the View Courses option for University of Massachusetts.

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Scroll down to Learner Tools for University of Massachusetts Boston and click Add a Course

Learner Tools for University of Massachusetts Boston

- Add a Course
- Remove a Course
- View Previously Completed Coursework

Select your required courses by completing the questions listed:

Select Curriculum
University of Massachusetts Boston

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

☐ **Yes,** I conduct research with **live human beings, human samples or with data** derived from human beings.

☐ **Yes,** I conduct research or teaching activities that utilizes **live, animal subjects** or tissues derived from live animal subjects.

☐ **Yes,** I need/want to take the course on **Responsible Conduct of Research (RCR).**

☐ **Yes,** I need/want to take the course on **Financial Conflicts of Interest (FCOI).**

☐ **Yes,** I need/want to take the course on **Export Control.**

☐ **Yes,** I need/want to take the course on **IACUC Administration.**

☐ **Yes,** I need/want to take the course on **Information Privacy Security (IPS).**

☐ **Yes,** I am involved in research for an NIH-funded Clinical Trial and need/want to take the course on **Good Clinical Practice (GCP).**

☐ **Yes,** I need/want to take the course on **GDPR for Research and Higher Ed.**

☐ **Yes,** I need/want to take the course on **Undue Foreign Influence: Risks and Mitigations.**

☐ **Yes,** I need/want to take the course on **Research Security Training.**

[Start Over] [Next]

Additional questions/options may populate, if you are unsure what to select, see the FAQ or reach out to ORSP for assistance.

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Adding an Institutional Affiliation

If you have taken CITI Training courses through another institution, you may affiliate that institution to your UMB CITI account to make those completed trainings available to meet your UMB training requirements if they are applicable.

Click on the Add Institutional Affiliation link below the welcome message on your UMB CITI account.

My Courses   **My Records**   **My CEs**   **Support**

Welcome, Virginia
Add Institutional Affiliation
Register as Independent Learner

Type in your affiliated institution and complete the attestations.

Affiliate with an Institution

Home › Profiles › Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. ℹ

If your organization is using Single Sign-On, please find it here.

FAQ

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Research Security

UMass Boston now offers the Research Security Training (Combined) developed by NSF. This revised training is consolidated and streamlined, with easier navigation. The Refresher course should be taken upon expiration of your original course.

Select Research Security Training (Combined)

Research Security

Please select a Research Security from the options below:

Choose all that apply.

☐ Research Security Advanced Refresher

☐ Research Security Training (Combined)

[Start Over] [Next]