



# CITI Training Program Guide

For New and Returning CITI Users

## Table of Contents:

<a href="#">How to Begin.....</a>	<a href="#">3</a>
<a href="#">New User Instructions.....</a>	<a href="#">3</a>
<a href="#">Returning User Instructions.....</a>	<a href="#">3</a>
<a href="#">Add Affiliation.....</a>	<a href="#">4</a>
<a href="#">Login Screen.....</a>	<a href="#">4</a>
<a href="#">Add Affiliation:.....</a>	<a href="#">5</a>
<a href="#">NMT Affiliation:.....</a>	<a href="#">6</a>
<a href="#">Institutional Profile.....</a>	<a href="#">7</a>
<a href="#">Course Selection Questionnaire.....</a>	<a href="#">9</a>
<a href="#">Add or Remove CITI Courses.....</a>	<a href="#">14</a>
<a href="#">Add a Course.....</a>	<a href="#">14</a>
<a href="#">Remove a Course.....</a>	<a href="#">15</a>

# How to Begin

## New User Instructions

1. Click on the "Register"
2. Under "*Select Your Organization Affiliation*" type in "***New Mexico Institute of Mining and Technology***"
3. Agree to the Terms of Service and Privacy Policy
4. Click to the box to affirm that you are an affiliate of New Mexico Institute of Mining and Technology (If you were previously affiliated with the New Mexico Consortium DO NOT remove your affiliation)
5. Click on "*Continue to create your CITI Program Username/Password*"
6. Once you have created an account, add or remove courses by clicking in "Learner Tools for New Mexico Institute of Mining and Technology".

## Returning User Instructions

1. Sign in with your existing credentials
2. Under "*Select Your Organization Affiliation*" type in "New Mexico Institute of Mining and Technology"
3. Agree to the Terms of Service and Privacy Policy
4. Click to the box to affirm that you are an affiliate of New Mexico Institute of Mining and Technology (If you were previously affiliated with the New Mexico Consortium DO NOT remove your affiliation)
5. Complete the "Select Curriculum" quiz as many times as needed to select course(s).

# Add Affiliation

## Login Screen

**CITI PROGRAM**  
25th Anniversary

English ▾

[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

**Log In**

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

For additional support & information:

You can use the getting started guide here:

<https://support.citiprogram.org/s/article/updated-guide-to-getting-started>

or the getting started video here:

<https://support.citiprogram.org/s/article/updated-guide-to-getting-started-video>

You may use Forgot? to reset your password or receive user name prompts on this screen

## Add Affiliation:

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).


New Mexico Consortium	<a href="#">View Courses</a>
New Mexico Institute of Mining and Technology	<a href="#">View Courses</a>
Would you like to affiliate with another Institution?	<a href="#">Add Affiliation</a>
Would you like to remove an existing affiliation?	<a href="#">Remove Affiliation</a>

**NOTE:** If you were previously affiliated with the New Mexico Consortium **DO NOT** remove your affiliation

## NMT Affiliation:

# 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. 

If your organization is using Single Sign-On, please find it [here](#).

new mexico

- Central New Mexico Community College
- Eastern New Mexico University
- New Mexico Consortium
- New Mexico Heart Institute
- New Mexico Highlands University
- New Mexico Institute of Mining and Technology**
- New Mexico State University
- Northern New Mexico College
- Presbyterian Healthcare Services (New Mexico)
- University of New Mexico Health Sciences Center
- University of New Mexico, Main Campus
- Vision Research Center at Eye Associates of New Mexico

# Institutional Profile

## Profiles

New Mexico Institute of Mining and Technology

[Home](#) › [Profiles](#) › Institution Profile

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Please provide the following information  
requested by: **New Mexico Institute of Mining  
and Technology**

Fields marked with an asterisk (\*) are required.

Language Preference

English

▼

Select Language Preference.

*At this time English is the only available option.*

**Institutional email address \***  
*We recommend providing an email address issued by New Mexico Institute of Mining and Technology or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help New Mexico Institute of Mining and Technology officials identify your learning records in reports.*

val.thomas@nmt.edu

**Verify Institutional email address \***

val.thomas@nmt.edu

**Highest degree**

MA or MS

**Employee Number**

**Department \***

Research Compliance

**Role? \***

Compliance Officer

The required fields are followed by red asterisks

Use your **NMT email** to register and verify

Add your **Department**

For Role, choose the role closest to you. If you do not see your role listed you can use Primary Investigator as a default.

There is no need to add in an address or telephone information

This profile can be updated at any time.



# Course Selection Questionnaire

## Question 1

### Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- ☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- ☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ Not at this time.

## Question 2

### Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

- ☐ Institutional/Signatory Officials
- ☐ IRB Chair

This quiz may be completed multiple times so don't worry if you choose the wrong option in the beginning.

1. If you do not conduct Human Subject Research select Option 3 or 5
2. If you do not hold either of these roles Question 2 may be left blank

### Question 3

#### Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- ☐ Biomedical Responsible Conduct of Research
- ☐ Responsible Conduct of Research for Engineers
- ☐ Humanities Responsible Conduct of Research
- ☐ Physical Science Responsible Conduct of Research
- ☐ Social and Behavioral Responsible Conduct of Research
- ☐ Not at this time.

### Question 4

#### Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

- ☐ Yes
- ☐ No

3. Choose the RCR that most closely aligns with your research topics.
  - a. Example:
    - i. Human Subjects Research - Social & Behavioral RCR
  - b. Do **NOT** select Not at this time or no RCR training modules will appear for you.
4. Always select Yes on Conflicts of Interest (COI) training as it is required.

## Question 5

### Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

- ☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- ☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- ☐ IACUC Community Member
- ☐ Institutional Officials
- ☐ IACUC Chair
- ☐ Post-Approval Monitoring (PAM)
- ☐ If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".  
Choose the appropriate species specific electives depending on your work or interests.
- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Hamsters. Family: Muridae
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ Working With Ferrets in Research Settings
- ☐ I work with Rabbits, Family: Leporidae
- ☐ I work with Cats
- ☐ I work with Dogs
- ☐ I work with Swine
- ☐ I work with Horses
- ☐ I work with Cattle
- ☐ I work with Sheep & Goats
- ☐ I work with Non-Human Primates (NHP)
- ☐ I work with Fish
- ☐ I work with Zebrafish
- ☐ Wildlife Research

5. If you do not work with animals, serve on the IACUC, or do wildlife research you may leave Question 5 blank

## Question 6

### Export Compliance

If you would you like to register for the Export Compliance course, please select the appropriate option below.

This question is required. Choose one answer.

- ☐ CITI Export Controls Course
- ☐ Not at this time.

## Question 7

### Laboratory Chemical Safety

Make a selection below to enroll in the Laboratory Chemical Safety course.

- ☐ Laboratory Chemical Safety
- ☐ Not at this time.

6. If you work with controlled items/technology/materials and/or you work at EMRTC select CITI Export Controls Course

7. If you take classes, do research, or teach in a wet Laboratory space select Laboratory Chemical Safety

## Question 8

### Laser Safety

Make a selection below to enroll in the Laser Safety course.

- ☐ Laser Safety
- ☐ Not at this time.

## Question 9

### Radiation Safety

Make a selection below to enroll in the Radiation Safety course.

- ☐ Radiation Safety
- ☐ No

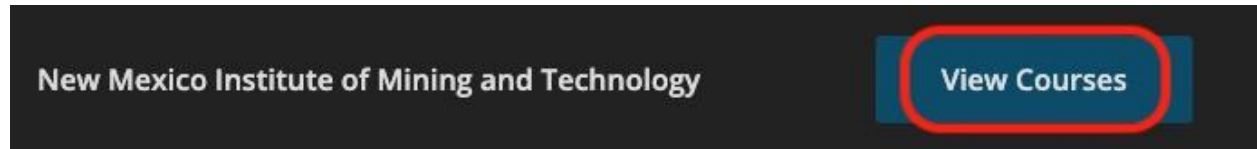
Submit

7. If you do research that involves the use of lasers select Laser Safety
8. If you do research that involves the use of radioactive material select Radiation Safety

**This quiz may be taken again immediately or at any time your research focus and/or training needs shift by following the instructions to add or remove a course**

# Add or Remove CITI Courses

## Add a Course



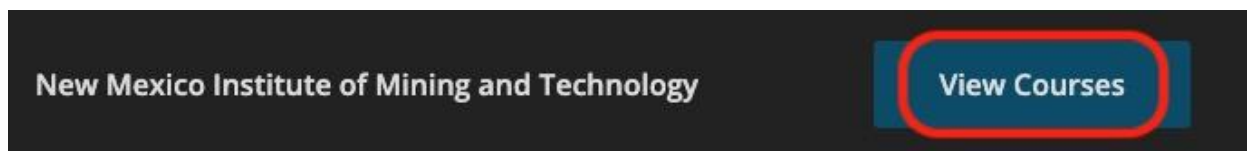
Go to **View Courses** to see all the modules you have to complete/have completed



Scroll all the way down to the very bottom till you see the **Learner Tools for NMIMT** and select **Add a Course**.

You will be prompted to retake the **Course Selection Questionnaire** to select the modules you require.

## Remove a Course



Go to **View Courses** to see all the modules you have to complete/have completed



Scroll all the way down to the very bottom till you see the **Learner Tools for NMIMT** and select **Remove a Course**.

## Remove a Course

New Mexico Institute of Mining and Technology

**i** Removing a course will un-enroll you from the group. When you are un-enrolled from the group you will not receive expiration notices and will not be automatically enrolled in the next stage when the current stage expires.

The courses in which you are currently enrolled at *New Mexico Institute of Mining and Technology* are listed below. Your most recent record is shown for each course. Select the course(s) you want to remove from your curriculum and then use the Submit button at the bottom of this page. You will be asked to confirm your choice(s) on the next page.

Remove	Course	Stage	Completion Report	Completion Date	Expiration Date
<input type="checkbox"/>	Biomedical Research	Basic Course	71384317	25-Aug-2025	25-Aug-2028
<input type="checkbox"/>	Biomedical Responsible Conduct of Research	RCR	71384318	25-Aug-2025	25-Aug-2028
<input type="checkbox"/>	Conflicts of Interest	Basic Course	71141194	25-Oct-2023	25-Oct-2027
<input type="checkbox"/>	Essentials for IACUC Members	Basic Course	71343021	02-Sep-2025	02-Sep-2028

<input checked="" type="checkbox"/>	Lab Chemical Safety	Basic Course	71381749	Due Now	-
<input checked="" type="checkbox"/>	Laser Safety	Basic Course	71381748	Due Now	-
<input type="checkbox"/>	Physical Science Responsible Conduct of Research	RCR	71420615	27-Oct-2023	27-Oct-2026
<input checked="" type="checkbox"/>	Radiation Safety	Basic Course	71381747	Due Now	-
<input type="checkbox"/>	Responsible Conduct of Research for Engineers	RCR	71141193	25-Aug-2025	25-Aug-2028
<input type="checkbox"/>	Social & Behavioral Research	Basic Course	71381746	25-Aug-2025	25-Aug-2028
<input type="checkbox"/>	Social and Behavioral Responsible Conduct of Research	RCR	71420791	25-Aug-2025	25-Aug-2028

Select the course(s) you want removed and select **Submit**

## Remove a Course

New Mexico Institute of Mining and Technology

**i** You are electing to un-enroll from the following course(s). If you complete this process, you will no longer receive expiration notifications or be automatically enrolled in the next stage upon a course expiration for the course(s) below.

You have chosen to remove the following courses from *New Mexico Institute of Mining and Technology*. Use the Submit button at the bottom of this page to confirm your selection.

Course	Stage	Completion Report	Completion Date	Expiration Date
Lab Chemical Safety	Basic Course	71381749	Due Now	-
Laser Safety	Basic Course	71381748	Due Now	-
Radiation Safety	Basic Course	71381747	Due Now	-

A summary of the course(s) you want to remove will appear. You can cancel this action if you removed any course(s) by mistake. If your selection is correct, select **Submit**.





Course(s) removed.

## Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

New Mexico Institute of Mining and Technology

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

The green indicator will confirm your course(s) has/have been successfully removed.