1) Use this link to log into CITI.


2) Click on the "**My Courses**" link in black text towards the top of the screen (to the right of the small CITI logo).

3) In the middle of the screen, click on the blue rectangle to "**View Courses**".
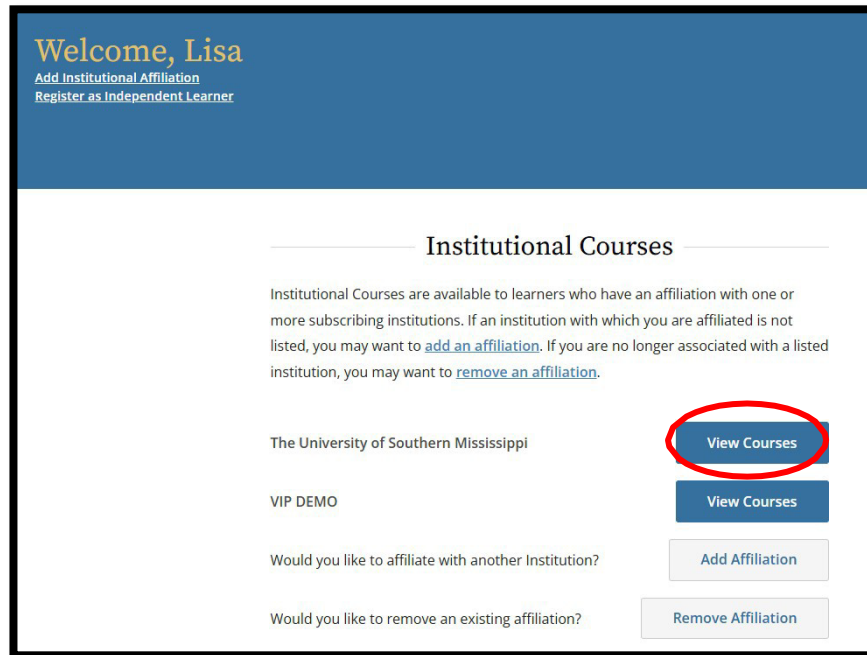
4) Your Active Courses will populate on the next screen; scroll to the bottom of the page, where there is a box called "**Learner Tools for The University of Southern Mississippi**". In that box, click on the "**Add a Course**" link, and you will be taken to a page with a series of questions about the various courses for USM.
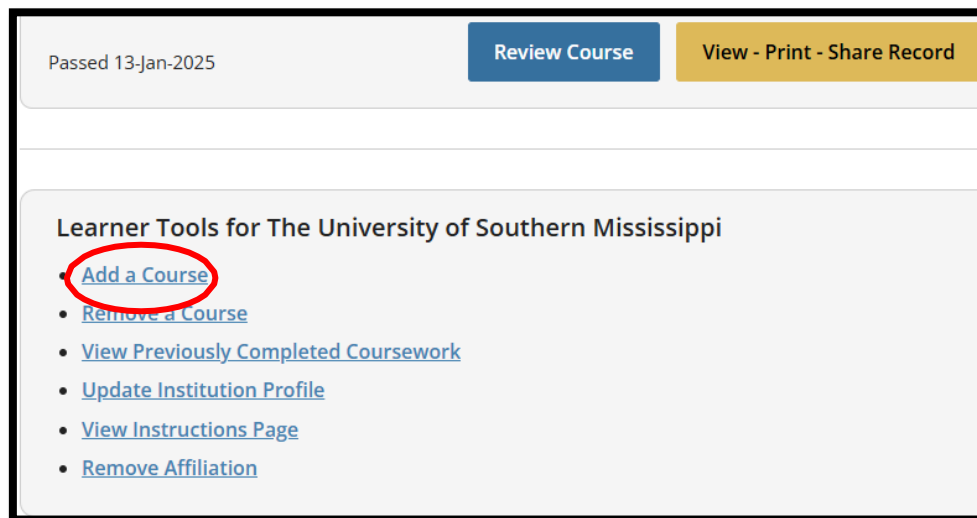
5) You are not required to respond to all questions and may leave them blank, but consider your circumstances as you review each question. Questions in bold are courses required for all research protocols submitted to the IRB and/or IACUC for all faculty, staff, postdoctoral fellows, and students (undergraduate and graduate) working on research projects funded by federal grants or contracts.

- **Question 1**: If you need to complete the Common Course (RCR), make the appropriate selection based on your role at USM; otherwise, select "Not at this time, thank you" if your certificate is current.
- **Question 2**: Select "Yes" if you need to complete the newly required Conflict of Interest course (see screenshot below); otherwise, you may select "No" if your certificate is current.
- **Question 3**: If you conduct studies with lab animals, make the appropriate selection(s) (Animal Subjects Research Course; IACUC Chairs, Members & Coordinators; and/or Wildlife Research); otherwise, select "Not at this time" if these trainings do not apply to you or you are current on your certificate(s).
- **Question 4**: If you need to complete the Human Subjects Research course, select "Human Subjects Research Course"; otherwise, you may select "Not at this time" if this training does not apply to you or your certificate is current.
- Question 5: If you would like to complete the "Optional Course" for Human Subjects Research (SBR and/or Biomedical Research), make the appropriate selection; otherwise, select "Not at this time."
- Question 6: You may select "Not at this time" for this course.
- **Question 7**: Select "CITI Export Controls" if you need to complete the newly required Export Controls course (see screenshot below); otherwise, you may select "Not at this time" if your certificate is current.
- Questions 8-10: You may select "Not at this time" for these courses.
- **Question 11**: Select "Research Security Training (Combined Course)" if you need to complete the newly required Research Security Training Course (see screenshot below).
- Questions 12-14: You may select "Not at this time" for these courses.

Question 2

Conflict of Interest

Beginning in Fall 2025, this course is required for all faculty and staff who conduct human subjects research reviewed by the IRB or animal subjects research reviewed by IACUC. Additionally, any students involved in federally-funded research must also complete this course.

○ Yes
○ No

Question 11

Research Security

Please make your selection below to access the Research Security course. Beginning in Fall 2025, this course is required for all faculty and staff who conduct human subjects research reviewed by the IRB or animal subjects research reviewed by IACUC. Additionally, any students involved in federally-funded research must also complete this course.

☐ **Research Security Training (Combined Course)**
A condensed and combined single-module course based on the NSF Research Security Training.

Question 7

Export Controls

Please make your selection below to access the CITI US Export Control Regulations course.

○ CITI Export Controls
○ Not at this time.

6) Once all questions have been addressed, click on the blue "**Submit**" button at the bottom of the page.