CITI Training Instructions (Updated 2/28/2014)

The instructions below contain screen shots of what you should see as you register and enroll in CITI.


Step 2: Click on either “Register” or “Create an account.”
Step 3: Select Your Institution. (Tip: If you start to type Appalachian in the box, it should appear in the field.)

Step 4: Enter name and e-mail address. It is recommended that you enter a secondary e-mail. (CITI will not send you spam.)
Step 5: Create a username and password. Also, select a security question.

Create your Username and Password

* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive: “A12B34CD” is the same as “a12b34cd”. Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive: “A12B34CD” is not the same as “a12b34cd”.

* Password     * Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer
Step 6: Fill out Demographics Information (only * items need to be completed).

<table>
<thead>
<tr>
<th>Gender, Ethnicity and Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why does CITI Program ask about your gender, race and ethnicity?</td>
</tr>
<tr>
<td>Why does CITI Program use these categories?</td>
</tr>
<tr>
<td>Why does CITI Program ask about your gender?</td>
</tr>
<tr>
<td>* indicates a required field.</td>
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</tbody>
</table>

**Your Gender Is:**
- Male
- Female
- I would rather not disclose

**Your Ethnicity Is: (You may choose only one)**
- Hispanic or Latino
- Not Hispanic or Latino
- I would rather not disclose

**Your Race Is: (You may choose more than one)**
- American Indian or Alaska Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- I would rather not disclose

Step 7: The next screen asks for additional member information. Again, only * items need to be completed.
Select the course that best matches your research.

If you are working with human subjects (IRB), select either:
- Refresher Course Biomedical
- Refresher Course Social and Behavioral

If you are working with animals (IACUC), select:
- Laboratory Animal Welfare

If you are working with Biohazardous materials or recombinant DNA, select:
- Biosafety/Biosecurity

If you are on an NSF or NIH funded project and your PI said you must take “RCR training,” select:
- Responsible Conduct of Research
Step 8: In order to enroll in any course, you must first answer question 1, Human Subjects Research, regardless what module you plan to take.

The arrows below will guide you to the correct response.

Select Curriculum - Appalachian State University

* Indicates a required field
You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click here to review the Appalachian State University instructions page.

<table>
<thead>
<tr>
<th>Question 1</th>
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<tbody>
<tr>
<td>For Laboratory Animal Welfare training, skip to question 5</td>
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</table>

**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.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Biomedical research with human subjects.  
  - for any course other than 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.  
  - for any course other than Human Subjects

- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.  
  - for IRB members

- I have completed the Basic Course. Please go to Question 2.  
  - for Human Subjects Refresher

- Not at this time.  

If you are signing up for IRB training, you must answer question 2. Select either Biomedical or Social & Behavioral Research. The Refresher course takes approximately 2 hours to complete.

* Question 2

If you have completed the Basic Course portion, 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 Refresher Course for that group.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Biomedical research with human subjects.  
  - for any course other than 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.  
  - for any course other than Human Subjects

- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.  
  - for IRB members

- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.  
  - for Human Subjects Refresher

- I have not completed the Basic Course. Please go to Question 1.

If you are taking other modules, please scroll down and select the appropriate course.
If you are taking animal research courses, the “Working with the IACUC Course” is the required training. Your PI may also require you to add species specific training.

If you are taking Responsible Conduct of Research (RCR), select the module that best fits the area of your research. You must select “Not at this time” if you aren’t taking an RCR course.
If you are required to take Biosafety/Biosecurity, the required training is “Training for Investigators, Staff and Students Handling Biohazards” and “NIH Recombinant DNA (rDNA) Guidelines.”

If you are a new member to the Institutional Biosafety Council (IBC), it is suggested you take the “Institutional Biosafety Committee Member Course.”

After you have selected all relevant courses, scroll to bottom of the page and choose “Complete Registration.” You will be taken to the main menu page, which is what you will see each time you log into CITI.
Step 9: The courses you have selected will now appear in your main menu. These courses will be visible each time you log in to CITI until they are completed.

To start a course, click on the course and proceed. You do not need to complete the entire course in one sitting. CITI will record your progress so long as you complete the quiz at the end of a section.

When you complete a course, CITI will send you a Completion Report and copy the Office of Research Protections.