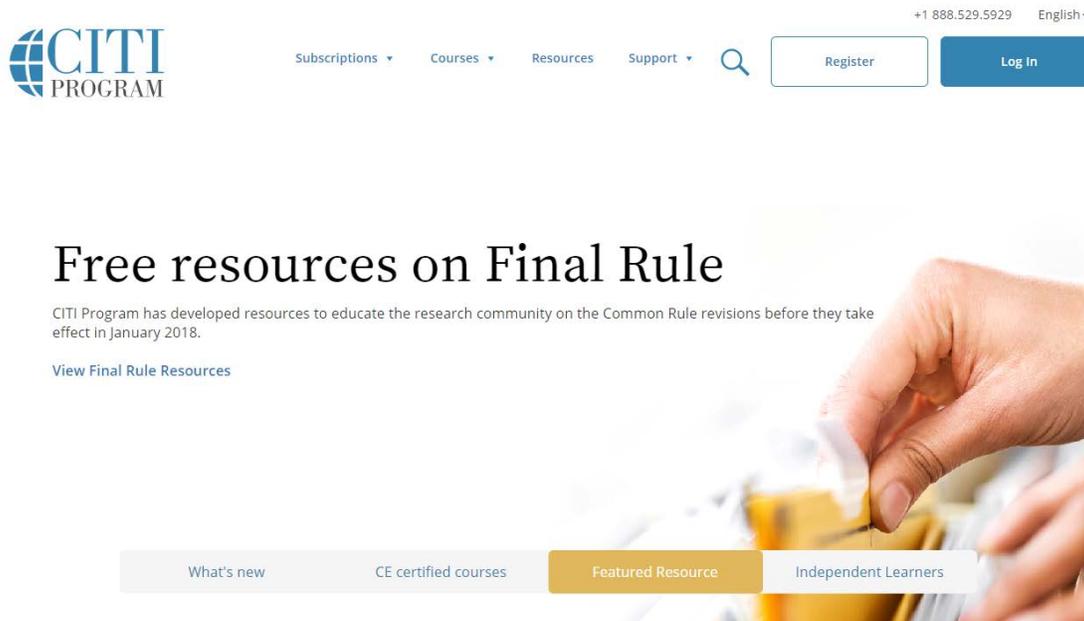


CITI Training Instructions (Updated 8/28/2017)

Step 1: Go to <http://www.citiprogram.org/default.asp?language=english>.

Step 2: Click on the blue “Register” tab, the home screen image changes frequently and may appear different than the image below.



The screenshot shows the CITI Program website. At the top left is the CITI PROGRAM logo. To the right is a navigation menu with links for Subscriptions, Courses, Resources, and Support, along with a search icon. Further right are a phone number (+1 888.529.5929), a language selector (English), and two buttons: Register and Log In. Below the navigation is a large banner with the heading "Free resources on Final Rule". The banner text states: "CITI Program has developed resources to educate the research community on the Common Rule revisions before they take effect in January 2018." Below this text is a link: "View Final Rule Resources". At the bottom of the banner is a horizontal menu with four tabs: "What's new", "CE certified courses", "Featured Resource" (which is highlighted in orange), and "Independent Learners". The background of the banner shows a close-up of hands holding a pipette tip over a yellow liquid in a test tube.

Step 3: Type the name of your institution into, then press “Enter”. Make sure to agree to the terms of service before continuing to Step 2.



The screenshot shows the CITI Program registration interface. At the top, there is the CITI PROGRAM logo and a language dropdown menu set to "English". Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (which is underlined). The main content area is titled "CITI - Learner Registration" and shows a progress bar with steps 1 through 7, where step 1 is highlighted. A red error message states "You must make a selection below." The "Select Your Organization Affiliation" section includes a search input field with the placeholder text "Search for organization: Enter full or partial name". Below the input field is a link: "Can't find your institution? It may use Single Sign On. Check here." A paragraph of instructions follows: "To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of this section is a checkbox labeled "I AGREE to the Terms of Service for accessing CITI Program materials." A blue "Continue to Step 2" button is partially visible at the bottom of the form.

Step 4: Enter name and e-mail address. It is recommended that you enter a secondary e-mail. (CITI will *not* send you spam.)



English ▾

LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

CITI - Learner Registration - Appalachian State University

Steps : 1 **2** 3 4 5 6 7

Personal Information

* Indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Step 5: Create a username and password. Also, select a security question.



English

LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

CITI - Learner Registration - Appalachian State University

Steps : 1 2 **3** 4 5 6 7

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

Step 6: Select your country of residence.

English ▾



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

CITI - Learner Registration - Appalachian State University

Steps: 1 2 3 **4** 5 6 7

* Indicates a required field.

*** Country of Residence**

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Continue To Step 5

[Need Help? Support Center](#)

Step 7: Select that you are NOT interested in the option of receiving Continuing Education Credit. (CEC).

Engl



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

CITI - Learner Registration - Appalachian State University

Steps: 1 2 3 4 **5** 6 7

* Indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

If you picked "YES", please check below the one type of credit you would like to earn

MDs, DOs, PAs - AMA PRA Category 1 Credits TM
 Psychologists - APA Credits
 Nurses - ANCC CNE
 Other Participants - Certificates of Participation
 Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

*** Can CITI Program contact you at a later date regarding participation in research surveys?**

Yes
 No
 Not sure. Ask me later

*** Can CITI Program contact you at a later date with marketing information?**

Yes
 No

Step 8: Appalachian State University has a certain set of required information; fill in requested information as well as the course you intend to take.

The screenshot shows the CITI Learner Registration interface for Appalachian State University. The page title is 'CITI - Learner Registration - Appalachian State University'. The progress bar indicates Step 8 of 7. The main heading is 'Please provide the following information requested by Appalachian State University'. The form is divided into two columns. The left column contains fields for Language Preference, Institutional Email Address, Gender, Highest Degree, Employee Number, and Department. The right column contains fields for Address Field 2, Address Field 3, City, State, Zip/Postal Code, Country, Office Phone, Home Phone, and a dropdown menu for 'Which Course Do You Plan To Take?'. A blue arrow points to the 'Which Course Do You Plan To Take?' dropdown. A 'Continue To Step 7' button is located at the bottom right of the form.

If you are working with human subjects (**IRB**), select either:

Biomedical Refresher Course or Social and Behavioral Refresher Course

If you are working with animals (**IACUC**), select:

- 1) Investigators, Staff and Students (ID: 27752)
- 2) Species-specific modules (Mice, Rats, Zebrafish, Amphibians, Gerbils, Guinea Pigs, Hamsters, Rabbits)
- 3) Additional training may be required from your PI.

If you are working with Biohazardous Materials or Recombinant DNA, select:

"Training for Investigators/NIH, Recombinant DNA Guidelines"

Then click "Continue to Step 7".

Step 9: Select the area of research that applies to you. (You can select more than one). Then click “Next”. *This selection will determine the courses available to you.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* Indicates a required field.

* 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?

Choose all that apply

- Human Subjects Research
- Good Clinical Practice (GCP)
- Responsible Conduct of Research
- Animal Care and Use
- Biosafety/Biosecurity
- Conflicts of Interest

Step 10: Select whether or not you have previously completed the CITI Basic Course in the Protection of Human Research Subjects. If you are taking a **refresher** course select “Yes”. Then click “Next”.

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

Choose one answer

NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

Yes, I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

[Next](#)

Step 11: If you are signing up for **IRB** training, you must select either Biomedical or Social & Behavioral Research. The Refresher course takes approximately 2 hours to complete.

English

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

Please choose one learner group below based on your role and the type of 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.

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.

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

[Next](#)

After you have selected all relevant courses, scroll to the bottom of the page and choose “Complete Registration.”

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.