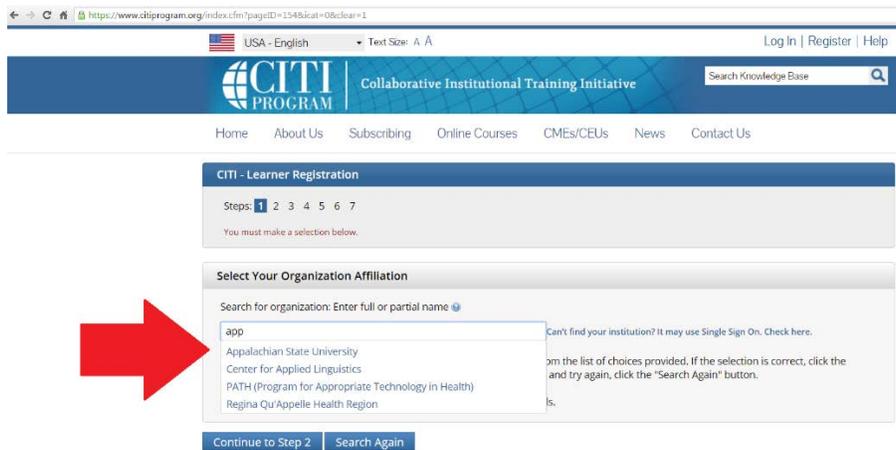


How to register with CITI

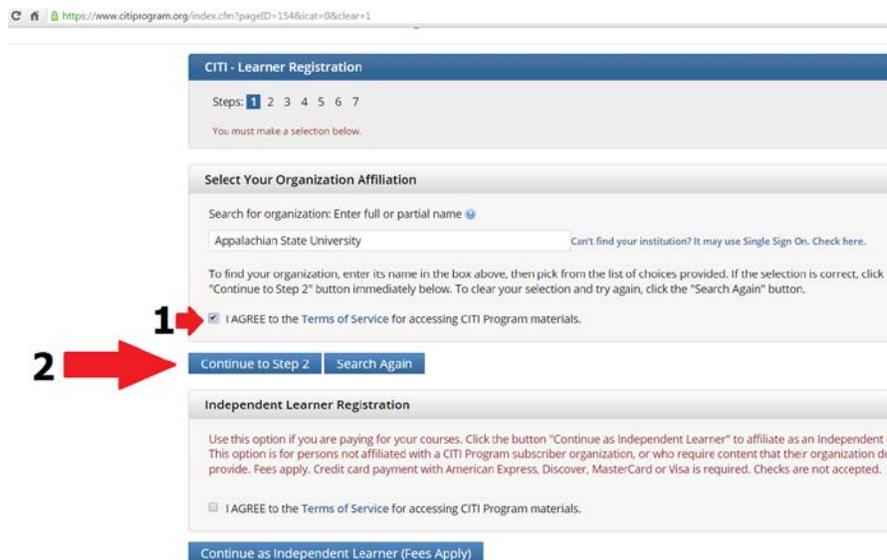
Stage 1. Go to CITIprogram.org and click on the “Register” box on the right hand column.



Stage 2. Select Appalachian State University as you “Organization affiliation”.



Stage 3. “AGREE” to the “Terms of Service” and select “Continue to Step 2”



Stage 4. Complete your personal information with your first and last name (note: please be sure to provide the Office of Research Protections with the name used in this account). Please use your Appalachian State University email address (CITI will not send you spam). Then click “Continue to Step 3”.

https://www.citiprogram.org/index.cfm?pageID=155&icat=3&ac=0

USA - English Text Size: A A Log In | Register | Help

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CITI - Learner Registration - Appalachian State University

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name Jane * Last Name Doe

* Email Address IRB@AppState.edu * Verify email address IRB@AppState.edu

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

[Continue to Step 3](#)

Stage 5. Please enter your AppState User Name (the part of your email address before “@AppState.edu”), a password that is between 8 to 50 characters, select a Security Question and enter the answer. Then click “Continue to Step 4”.

https://www.citiprogram.org/index.cfm?pageID=156&icat=3&ac=0

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 Doej

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 What's your pet's name?

* Security Answer Fi Doe

[Continue to Step 4](#)

Stage 6. Enter United States in the box for “Country of Residence”. A dropdown menu will appear as you type, select United States from that menu. Once you have selected the correct country, click on Continue to Step 5.



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.

United

United Arab Emirates

United Kingdom

United States

Stage 7. Complete this page as you want. Then click “Continue to Step 6”.

https://www.citiprogram.org/index.cfm?pageID=157&icat=3&ac=1

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 grad book page.

No

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

[Continue to Step 6](#)

Stage 8. Complete the questions with the **red *** next to them. **Important: Select the correct course based on your research needs.** IRB (human subjects) requires either **Refresher Course** indicated below.

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

If you are working with recombinant DNA (IBC), select: Biosafety/Biosecurity.

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

If you are working on an NSF, USDA or NIH funded project or your PI said you must take "RCR training," select: Responsible Conduct of Research.

If you need both IBC and IACUC courses, select either one; you will be able to add both in the next stage.

<https://www.citiprogram.org/index.cfm?pageID=158&icat=3&ac=1>

* Office Phone

2721

* Which course do you plan to take?

- Basic Human subjects - Biomedical
- Basic Human Subjects - Social & Behavioral Focus
- Basic Human Subjects - Biomedical & Social & Behavioral Focus
- Biosafety / Biosecurity
- Good Clinical Practice
- Health Information Privacy and Security (HIPS)
- Laboratory Animal Welfare
- Responsible Conduct of Research
- Refresher Course - Biomedical Research
- Refresher Course - Social and Behavioral Research
- Other

IBC

IACUC

RCR

IRB

Continue to Step 7

Stage 9. In order to enroll in any course, you must answer question 1, Human subject Research, regardless what module you plan to take. Please see the screen shots to guide you.

You must answer **Question 6**. If you aren't taking an RCR course select "Not at this time".

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.

* Question 1

For Laboratory Animal Welfare training, skip to question 5

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.
- 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. ←for IRB members
- I have completed the Basic Course. ←for Human Subjects Refresher
Please go to Question 2.
- Not at this time. ←for any course other than Human Subjects

IRB Stage 9.

Answer Question 2 with either Biomedical OR Social & Behavioral Investigators. The Refresher course does not take as long as other options, it 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.
-  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.
- I have not completed the Basic Course.
Please go to Question 1.

IACUC Stage 9.

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 your species is not listed, you will need to take the AsU Learn course, and should email IACUC with your name, the name of the person who asked you to complete the training (your PI) and which course you need (what species will you be working with).

Question 5

Laboratory Animal Welfare

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 must complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

"Working with the IACUC Course" is the required Basic Course 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.

Choose the appropriate species specific electives depending on your work or interests.

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".

Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

Species Specific Modules

I work with Mice. Family: Muridae Cricetidae

I work with Frogs, Toads or other Amphibians

I work with Rats. Genus: Rattus

I work with Hamsters. Family: Muridae

I work with Gerbils

I work with Guinea Pigs

I work with Rabbits, Family: Leporidae

I work with Zebrafish. Family: Danio rerio

RCR Stage 9.

If you are taking Responsible Conduct of Research (RCR), select the module that best fits the area of your research.

IBC Stage 9.

If you are working with rDNA you must take the "Training for Investigators/NIH Recombinant DNA Guidelines". Additional AsU Learn quizzes may be needed.

Question 7

Biosafety/Biosecurity

Please select the course/s that you need to complete.

Choose all that apply

Biosafety Officer Initial Training Series

Training for Investigators/NIH Recombinant DNA Guidelines

Institutional Biosafety Committee Member Course

Basic Introduction to Biosafety

Biosafety Refresher Course

Animal Biosafety

Shipping and Transport of Regulated Biological Materials

OSHA Bloodborne Pathogens

Select Agents, Biosecurity and Bioterrorism

Emergency and Incident Response to Biohazard Spills and Releases

Human Gene Transfer Trials

OSHA Personal Protective Equipment Training

Stage 9 Final. After you have selected all relevant courses, scroll to the 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.

Additional instruction: The courses you have selected will not appear in you main menu. These courses will be visible each time you log in to CITI.

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 the Office of Research Protections will be able to see it is complete on your profile.

✔ Your request has been successfully submitted.

Appalachian State University Courses			
Course	Status	Completion Report	Survey
Basic Introduction to Biosafety	Not Started	Not Earned	
Biosafety Refresher Course	Not Started	Not Earned	
Institutional Biosafety Committee Member Course	Not Started	Not Earned	
Investigators, Staff and Students			
OSHA Bloodborne Pathogens			
Reducing Pain and Distress in Laboratory Mice and Rats			
Social and Behavioral Responsible Conduct of Research Course 1.	Not Started	Not Earned	
Social/Behavioral Research Course	Not Started	Not Earned	
Training for Investigators, Staff and Students Handling Biohazards.	Not Started	Not Earned	
Working with Mice in Research	Not Started	Not Earned	
Working with Rats in Research Settings	Not Started	Not Earned	

← If you selected “Working With the IACUC” course for animal research, note that it is listed as “Investigators, Staff and Students.”

My Learner Tools for Appalachian State University

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation