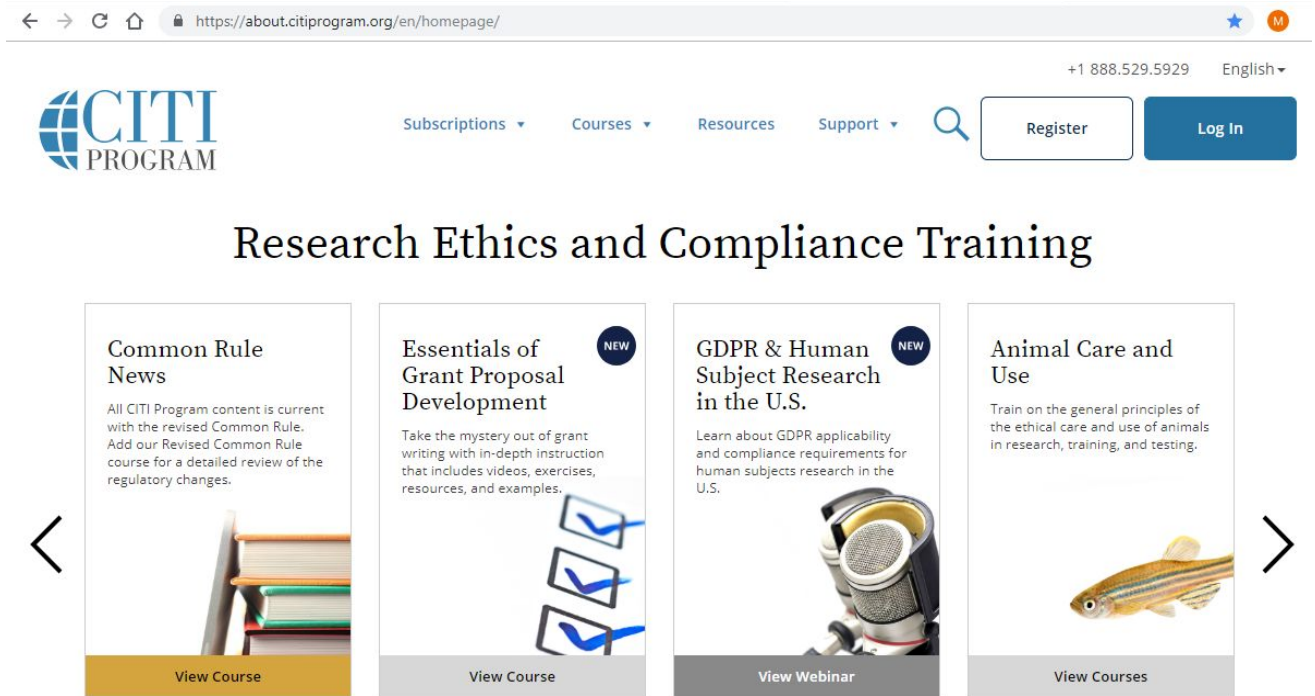


How to Register for and Complete CITI (With Pictures)

Step 1: Go to <http://www.citiprogram.org/default.asp?language=english>. Click on the “Register” tab in the top right corner.



Step 2: Type the name of your institution (Appalachian State University) then press “Enter”. Make sure to agree to the terms of service before continuing.

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Appalachian

Appalachian State University

or

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Appalachian State University

Appalachian State University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Appalachian State University.

[Continue To Create Your CITI Program Username/Password](#)

Step 3: Enter name and email address. It is recommended that you enter a secondary email. (CITI will not send you spam.)

CITI - Learner Registration - Appalachian State University

Steps: 1 2 3 4 5 6 7

Personal Information

* Indicates a required field.

* First Name

First

* Last Name

Last

* Email Address

universityemail@appstate.edu

* Verify email address

universityemail@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

secondaryemail@gmail.com

Verify secondary email address

secondaryemail@gmail.com

Continue To Step 3

Step 4: Create a username and password as well as a security question.

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

example1username

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

Yosef

Continue To Step 4

Step 5: 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.

United States

Continue To Step 5

Step 6: Select that you are NOT interested in the option of receiving Continuing Education Credit. (CEC). Then, set your preferences regarding whether CITI may contact you with research surveys or marketing information.

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

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

Continue To Step 6

Step 7: Fill in requested information as well as the course you intend to take (for IACUC, select “Laboratory Animal Welfare”; for IBC, select “Biosafety/Biosecurity”). Keep in mind that this selection will determine the courses available to you. Click “Continue to Step 7” when finished.

<p>CITI - Learner Registration - Appalachian State University</p> <p>Steps: 1 2 3 4 5 6 7</p> <p>Please provide the following information requested by Appalachian State University</p> <p>* Indicates a required field.</p> <p>Language Preference English ▾</p> <p>* Institutional Email Address example@state.edu</p> <p>* Gender Prefer not to answer ▾</p> <p>* Highest Degree High school ▾</p> <p>Employee Number <input type="text"/></p> <p>Department Department Name <input type="text"/></p> <p>* Role In Research Student Researcher - Undergraduate ▾</p>	<p>* Which Course Do You Plan To Take?</p> <p>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</p> <hr/> <p>* Which Course Do You Plan To Take?</p> <p>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</p>
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Step 8

- I. If you are working with animals (IACUC), select “Animal Care and Use.”
- II. If you are working with recombinant DNA (IBC), select “Biosafety/Biosecurity”

* 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 9a: If you are working with animals (IACUC), select:

- I. “Working with the IACUC Course.” (required)
- II. If applicable, additional training (ask your PI if additional training is required).
- III. The species-specific module(s) for the species you will be working with. If not listed, use ASUlearn for your species. (required)

Choose all that apply

☒ "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.

☐ 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 Rats. Genus: Rattus

☐ I work with Frogs, Toads or other Amphibians

☐ 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

Step 9b: If you are working with recombinant DNA (IBC), select :

- I. Training for Investigators/NIH Recombinant DNA Guidelines. (required)
- II. If applicable, additional training (ask your PI if additional training is required).

If you want to take a **Biosafety/Biosecurity** course(s), please make your selection(s) below.

Choose all that apply

☐ Biosafety Officer Initial Training Series

☒ Training for Investigators/NIH Recombinant DNA Guidelines

☐ Institutional Biosafety Committee Member

☐ Basic Introduction to Biosafety

☐ Biosafety Refresher

☐ 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

Next

Step 10: Click “Finalize Registration”.

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **Appalachian State University** is complete.

[Finalize Registration](#)

Step 11: Click on the “View Courses” button next to your Appalachian State University affiliation.

The screenshot shows the CITI PROGRAM dashboard. At the top, there is a navigation bar with links for Courses, Records, CEUs, and Support. A search icon and a user profile dropdown (Example Name, ID 7896786) are also present. Below the navigation bar, a blue banner displays a welcome message for 'Example' and statistics: 0 Courses Completed and 1 Day of Membership. A green checkmark icon indicates that registration has been completed successfully. The main section is titled 'Institutional Courses' and provides instructions on how to add or remove an affiliation. At the bottom, a table lists the user's affiliations, with 'Appalachian State University' selected and a 'View Courses' button next to it.

WELCOME, Example
Add Institutional Affiliation
Register as Independent Learner

0 Courses Completed
1 Day of Membership

✓ Your registration has been completed successfully.

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](#).

Appalachian State University	View Courses
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Step 12: Under “Courses Ready to Begin” you should see all courses you are required to take.

The screenshot shows the 'Courses Ready to Begin' section. A link for 'Learner Tools' is in the top right. Three course cards are listed, each for Appalachian State University. Each card shows the course title, stage, progress (0 / X modules completed), and a 'Start Now' button.

Courses Ready to Begin

[Learner Tools](#)

Appalachian State University Investigators, Staff and Students Stage 1 - Basic Course 0 / 7 modules completed	Start Now
Appalachian State University Training for Investigators/NIH Recombinant DNA Guidelines Stage 1 - Basic Course 0 / 16 modules completed	Start Now
Appalachian State University Working with Amphibians in Research Settings. Stage 1 - Basic Course 0 / 5 modules completed	Start Now

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 with a certification that is valid for three years.