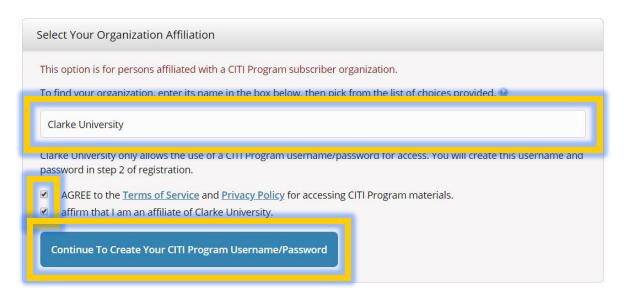# HOW TO REGISTER FOR ACCESS TO CITI PROGRAM TRAINING

Access the CITI Website: www.citiprogram.org
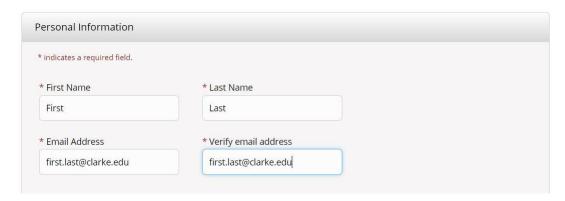
Select "Register" to create an account.
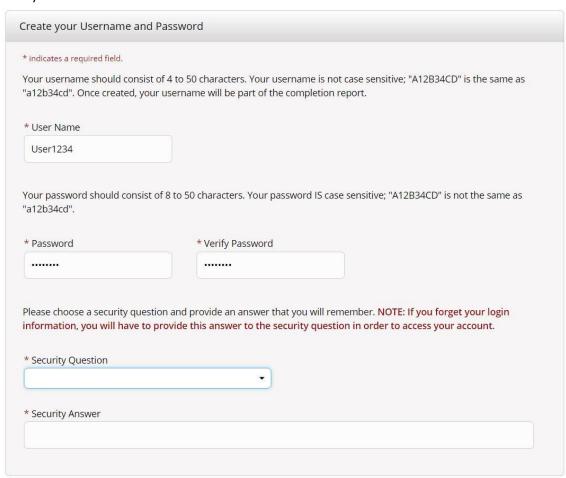

STEP 1: Enter "Clarke University" in the "Search for organization" box and then select "Continue". Check boxes for Agree to Terms of Service and Affiliation with Clarke University.

STEP 2: Enter your personal information. *Be sure to enter your information. Do not use address, phone, or email information belonging to your advisor, PI, or department. Anything other than your personal information invalidates the training and may be considered research misconduct.* Continue to the next step.

STEP 3: Create your Username and Password. Also, select a Security Question and type the answer in Security Answer.

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

> User1234

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 4: Select Country of Residence.

* 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.

> |

STEP 5: For Continuing Education credits select "No". You can decide if you wish to be contacted for future surveys or marketing information.

* 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

* 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 6: Complete the required personal information that is marked by an asterisk. You can choose not to disclose gender, ethnicity, and race. Your Clarke email may be entered in either the first.last@clarke.edu or first_last@clarke.edu formats.

STEP 7: If you are an undergraduate student, you will complete the Students – Class Projects module. If you are a graduate student, consult with your instructor as to whether you should complete the Biomedical Research Investigators or Social & Behavioral Research Investigators course for Human Subjects Research. Other courses may be suggested or required by your specific advisor or instructor.

Question 1: Students – Class Projects (if you are an undergraduate), Biomedical Research Investigators **OR** Social & Behavioral Research Investigators (if you are a graduate student).

Question 2: Leave blank

Question 3: Not at this time

Question 4: Not at this time (unless your advisor/instructor suggests otherwise)

Question 5: I am not required to complete the IPS course at this time.

Question 6: Not at this time

Question 7: No

Question 8: Leave blank (unless your advisor/instructor suggests otherwise)
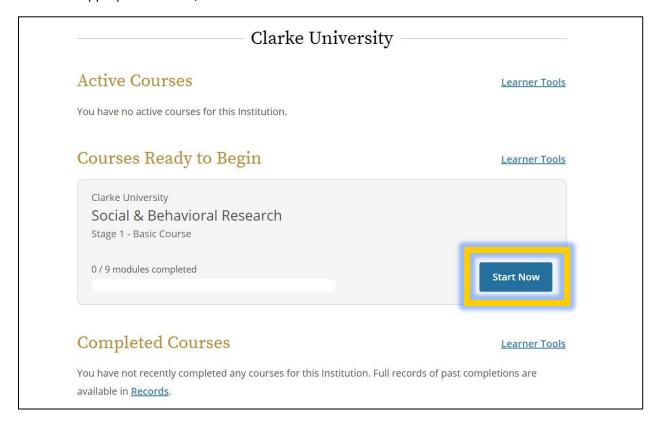

STEP 8: Finalize registration.

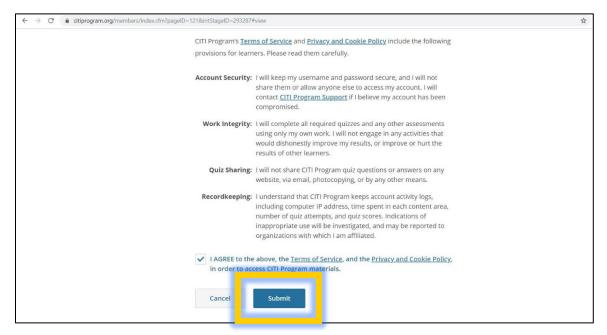**STEP 1**: Click on "Courses" in the upper left to access your training modules.

STEP 2: Under Institutional Courses, click View Courses next to Clarke University.
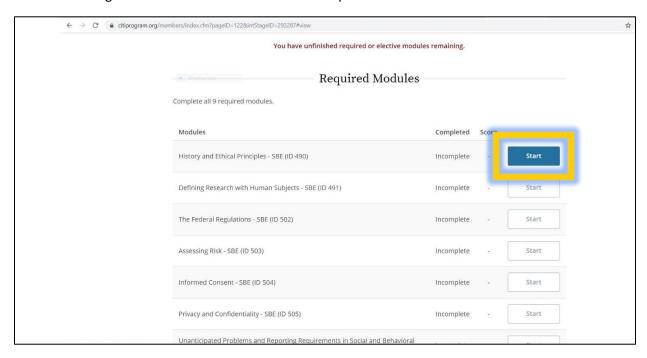
STEP 3: If you are beginning a course for the first time, it will appear under Courses Ready to Begin. Under the appropriate course, select Start Now.

STEP 4: Check the box to agree to Terms of Service and click Submit.

STEP 5: Make sure to complete all Required Modules for your course. Click Start next to the first module and work through each module until the course is complete.

STEP 6: When courses are completed, be sure to download a copy of your certificate(s), as these must be included with the IRB application.

Training Expiration

CITI will notify you approximately six months before your course is set to expire. In most cases, you will complete a brief refresher course in order to renew your certificate.