CITI Program New User Registration Guide:

The first step in completing the required training is registration in the CITI system. This guidance document covers the registration process. For guidance on specific courses, please see the related guidance document.

If you encounter any issues registering as a new user or have any questions regarding new user registration, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).

1. Accessing The CITI Program Homepage:

- To access the CITI Program homepage visit: https://about.citiprogram.org/

  o NOTE: The CITI Program Homepage screen images change periodically, the homepage image you will see may be different.
2. Register for Training:

   • To register for training, select “Register”.

3. Learner Registration: (7 Steps Total)

   • To begin the registration process, add Ohio University Affiliation and view and agree to the terms of service.

     o If you agree to the terms of service, check “I AGREE to the Terms of Service and Privacy for accessing CITI Program materials”.

     o Check the box to affirm affiliation with Ohio University.
4. Personal Information:

- In the space provided enter your first name, last name, and Ohio University email address. Note, you can elect to provide a secondary email address.
5. Create your Username and Password:

- Enter your desired username, password, and recovery question. Note, password selections are case-sensitive. Each required field is indicated with an asterisk (*)
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

[Input field] test.bob

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

* Password

[Input field] ********

* Verify Password

[Input field] ********

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?

[Dropdown]

* Security Answer

Max
6. Country of Residence:

- Add your country of residence.

- For the question asking, “May we contact you to provide information about other courses and services after you complete your CITI Program course work”, you have the option to opt in (select, “Yes”) or out of (select, “No”) receiving this information.
7. Continuing Education:

- Continuing education credits are optional for users depending on the individual’s education requirements. *NOTE:* Continuing education courses are not a requirement for IRB or IACUC protocol submission.
8. Ohio University Requested Information:

- For all fields marked with an asterisk (*) please provide the information requested by Ohio University.

**CITI Program**

**CITI - Learner Registration - Ohio University**

Steps: 1 2 3 4 5 6 7

**Please provide the following information requested by Ohio University**

* Indicates a required field.

Language Preference

English

* Institutional Email Address

We recommend providing an email address issued by Ohio University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Ohio University officials identify your learning records in reports.

bob.test@ohio.edu

* Verify Institutional Email Address

bob.test@ohio.edu

* Highest Degree

BA, BS or BSN

Employee Number

7403310103

* Department

Office of Test
9. **Course Selections:**

- Select from the list the courses that are relevant to your research, department, and/or role. If you are unsure which training course you’re required to take, contact the Office of Research Compliance at compliance@ohio.edu. Note, additional courses can be added at a later time.

  - **Human Subjects** - Required for IRB protocol submission.

  - **Animal Training** - Required for IACUC protocol submission.

  - **Conflict of Interest (COI)** - Required for faculty and employees receiving grants from an external funding source. COI training is needed to submit a COI disclosure.

  - **Faculty, Administrators and Students (IPS)** - Only required for studies that involve activities covered by the Health Insurance Portability and Accountability Act (HIPAA).
CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* Indicates a required field.

* At this time, I wish to take:

Choose all that apply

☐ Human Subjects training (required for iRB submission)

☐ Animal training (required for IACUC submission)

☐ Responsible Conduct of Research training (only required for some federally funded research, e.g., NSF. Consult with Compliance Office if needed.)

☐ Conflict of Interest training

☐ Good Clinical Practice course

☐ Faculty, Administrators and Students (IPS)

☐ Community Engagement Learning

☐ Export Compliance

Next

Needed for Human Subjects Research

Needed for Animal Subjects Research

Needed for submission of COI Disclosures

*HIPAA Equivalent Training
10. If you selected “Human Subjects Training (required for IRB Submission)”: 

- After selecting “Human Subjects training (required for IRB submission) you will be prompted to select a course group.

- Select from either “Group 1” or “Group 2” depending on the nature of your research. Note, groups cover similar core topics in Human Subjects Research, and either is accepted for an IRB submission.

<table>
<thead>
<tr>
<th>CITI - Learner Registration</th>
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</thead>
<tbody>
<tr>
<td>Steps: 1 2 3 4 5 6 7</td>
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</table>

* indicates a required field.

<table>
<thead>
<tr>
<th>* BASIC COURSE</th>
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<tr>
<td>Select the group appropriate to your research activities.</td>
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Choose one answer

- Group 1: Biomedical Research Investigators and Key Personnel
- Group 2: Social and Behavioral Investigators and Key Personnel
- IRB Chair
11. If you selected “Animal Subjects Training (required for IACUC Submission)”:

- If yes, select “Working with the IACUC”. This course is required for all members of a research team.

  - NOTE: Under “Choose the appropriate electives specific to your procedures and or species depending on your work or interest,” check all that apply.

  - These additional elective training courses are available for a variety of common study species, as well as coursework for practices to minimize pain and distress, and training for aseptic surgeries for survival surgeries. Consult with your research team to determine if you need to complete any of the additional elective courses.
* Indicates a required field.

* Do you conduct projects that use animals? If yes, you must complete animal use training.
  
  - If you have not previously completed CITI animal use training and use animals in scientific projects and/or teaching choose the "Working with the IACUC" course
  - If you ONLY use purchased antibodies and do not use live animals choose the "Purchased Antibody training" course
  - If you ONLY use animals in non-scientific projects (for films, media, etc.) choose the "Non-Scientific Projects" training course
  - Choose the additional elective modules applicable to the species you work with according to your interests.
  - If you have previously completed CITI animal use training choose the "refresher course"
  - If you are an IACUC member choose the "Essentials for IACUC members" course

Choose all that apply

- [ ] Refresher Course
- [ x ] Working with the IACUC Course
- [ ] Essentials for IACUC Members course
- [ ] Purchased Antibody training
- [ ] Non-scientific projects (film, media, etc.)

Choose the appropriate electives specific to your procedures and/or species 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
12. Use of Species-Specific Modules (for Animal Subjects research only):

- In some cases, research team members may need to complete additional coursework that is relevant to the species they intend to work with. If you are unsure which modules you need to complete, please consult with the primary investigator of your study team. Check all that apply.

<table>
<thead>
<tr>
<th>Species Specific Modules</th>
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<tbody>
<tr>
<td>☐ I work with Frogs, Toads or other Amphibians</td>
</tr>
<tr>
<td>☐ I work with Mice, Family: Muridae Cricetidae</td>
</tr>
<tr>
<td>☐ I work with Rats, Genus: Rattus</td>
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<tr>
<td>☐ I work with Hamsters, Family: Muridae</td>
</tr>
<tr>
<td>☐ I work with Gerbils</td>
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<tr>
<td>☐ I work with Guinea Pigs</td>
</tr>
<tr>
<td>☐ I work with Rabbits, Family: Leporidae</td>
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<tr>
<td>☐ I work with Cats</td>
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<tr>
<td>☐ I work with Dogs</td>
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<tr>
<td>☐ I work with Swine</td>
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<tr>
<td>☐ I work with Non-Human Primates (NHP)</td>
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<tr>
<td>☐ I work with Fish</td>
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<tr>
<td>☐ I work with Zebrafish</td>
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<tr>
<td>☐ I work with Horses</td>
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<tr>
<td>☐ Wildlife Research</td>
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</tbody>
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13. Registration Finalization:

- Select “Finalize Registration” to complete your registration with CITI Program.

14. Login:

- Return to the CITI Homepage (https://about.citiprogram.org/) And select “Log In”.
• Enter your username and password (provided during CITI registration) and select “Log In”.
15. Do You Need Additional Help Navigating CITI Program?

- The Office of Research Compliance offers a variety of CITI training of guidance documents for CITI Program course offerings. Please visit the research compliance training page to view the CITI training guidance documents that may be helpful to you! [https://www.ohio.edu/research/compliance/training](https://www.ohio.edu/research/compliance/training)

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