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"**.
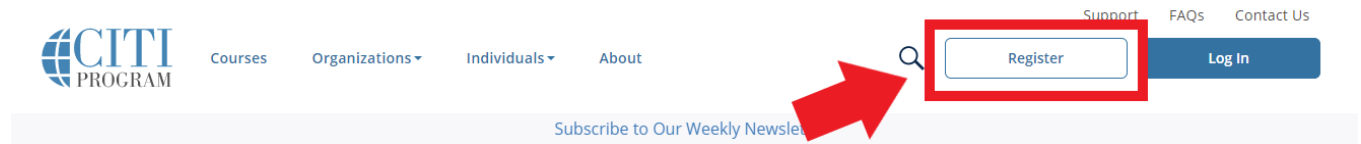
3. Learner Registration: (7 Steps Total)

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

  - If you agree to the terms of service, check "**I AGREE to the Terms of Service and Privacy for accessing CITI Program materials**".

  - Check the box to affirm affiliation with Ohio University.

CITI PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   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. ⊘

Ohio University

Ohio 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 Ohio University.

Continue To Create Your CITI Program Username/Password

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.

LOG IN   LOG IN THROUGH MY ORGANIZATION   **REGISTER**

CITI - Learner Registration - Ohio University

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

Personal Information

* indicates a required field.

* First Name

Bob

* Last Name

Test

* Email Address

bob.test@ohio.edu

* Verify email address

bob.test@ohio.edu   *NOTE: Use your Ohio University 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

Continue To Step 3

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 (*).

CITI - Learner Registration - Ohio 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

test.bob

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

Max

Continue To Step 4

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.

CITI PROGRAM

English ▾

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CITI - Learner Registration - Ohio University

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

* indicates a required field.

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* 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

8. Ohio University Requested Information:

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

English ▾

CITI PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   REGISTER

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.

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.

CITI - Learner Registration

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

* indicates a required field.

* BASIC COURSE

Select the group appropriate to your research activities.

Choose one answer

○ Group 1: Biomedical Research Investigators and Key Personnel

○ Group 2: Social and Behavioral Investigators and Key Personnel.

○ IRB Chair

Next

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.

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

o 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.

CITI - Learner Registration

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

* 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

☐ 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.

Species Specific Modules

☐ I work with Frogs, Toads or other Amphibians

☐ I work with Mice. Family: Muridae Cricetidae

☐ 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 Cats

☐ I work with Dogs

☐ I work with Swine

☐ I work with Non-Human Primates (NHP)

☐ I work with Fish

☐ I work with Zebrafish
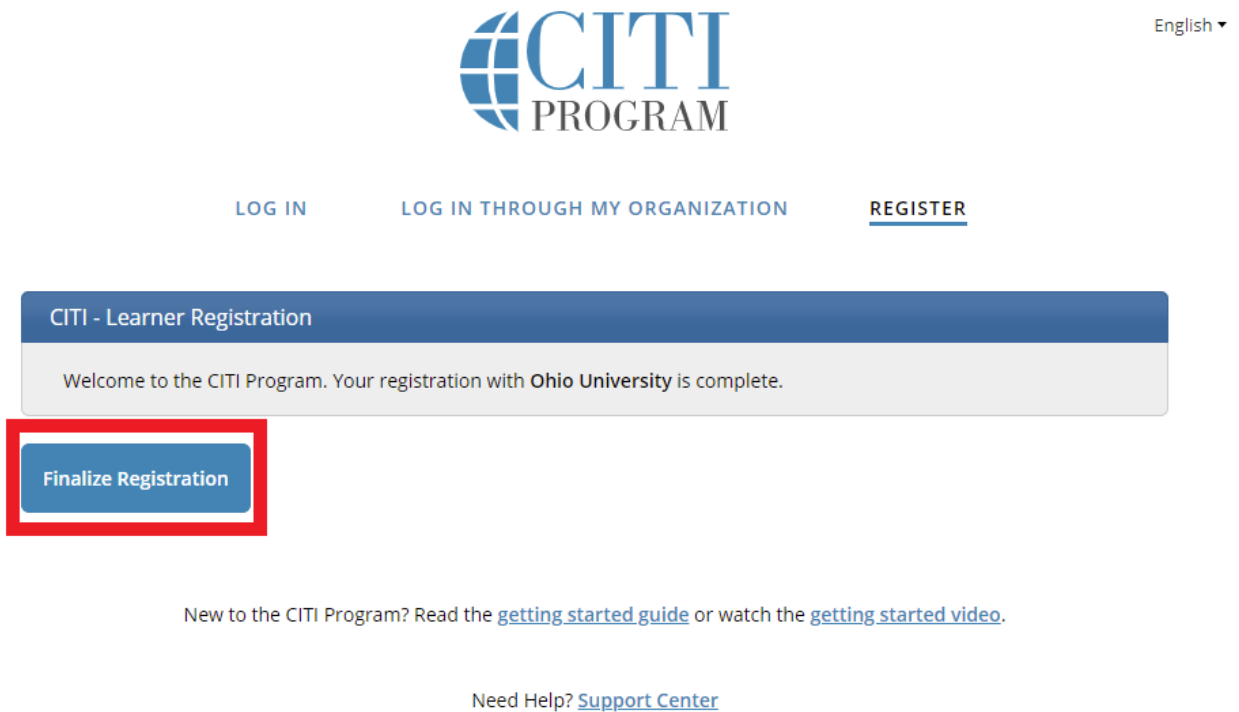
☐ I work with Horses

☐ Wildlife Research

Next

13. Registration Finalization:

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

English ▾

CITI PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   **REGISTER**

CITI - Learner Registration

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

Finalize Registration

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help? Support Center

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

- 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). Thank you!