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/
   
   **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 (*)..

**NOTE:** Use your Ohio University email address.
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
  testbob

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
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 coursework”, 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.
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.
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.
* 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

<table>
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<tr>
<th>Choose all that apply</th>
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<tr>
<td>• Refresher Course</td>
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<tr>
<td>• Working with the IACUC Course</td>
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<td>• Essentials for IACUC Members course</td>
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<tr>
<td>• Purchased Antibody training</td>
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<tr>
<td>• Non-scientific projects (film, media, etc.)</td>
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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
13. Registration Finalization:

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

![CITI Program Logo]

14. Login:

- Return to the CITI Homepage (https://about.citiprogram.org/) And select “Log In”.

Need Help? Support Center
• Enter your username and password (provided during CITI registration) and select “Log In”.

Expore Our Course Catalog

What's New  Research  Ethics  Compliance  Professional  Other Offerings

The Trusted Standard in Research, Ethics, and Compliance Training

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

Utilized by the Top-25 Best National Universities

Register – Free Live Webinar: Beginner's Guide to Being a Sponsor-Investigator
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)

- 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](mailto:compliance@ohio.edu) or (740-593-0664). Thank you!