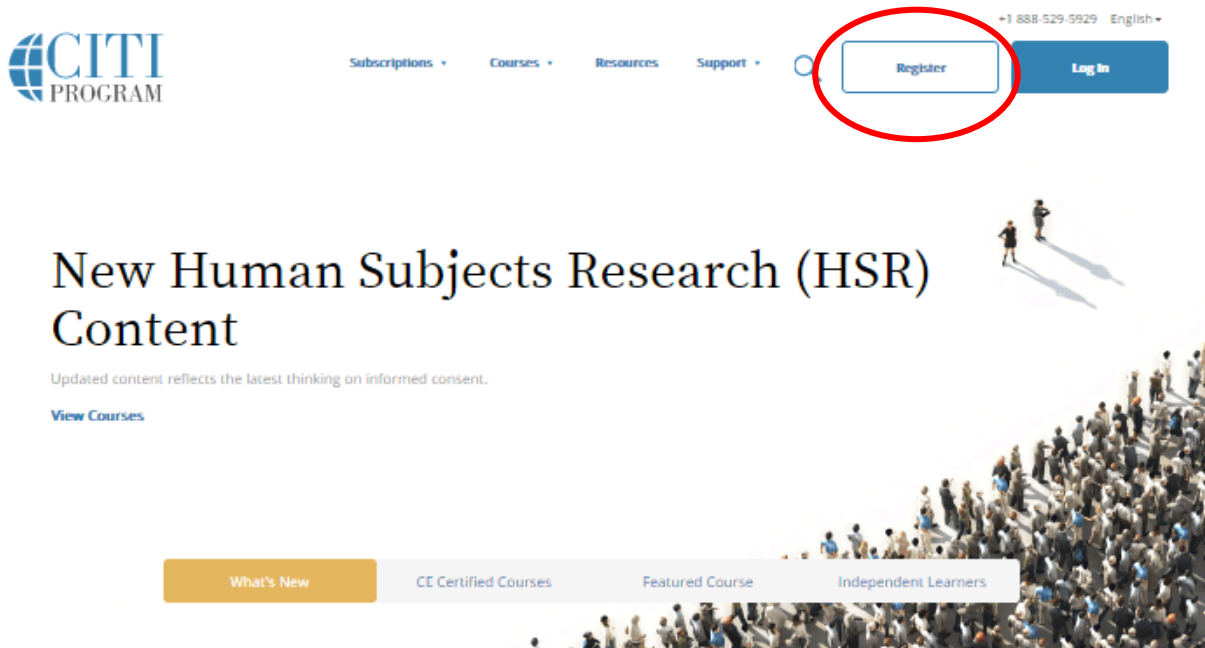


CITI Human Subjects Research Certificate Program

1. Go to the CITI Website: <https://about.citiprogram.org/en/homepage/>
2. Find the register button on the upper right portion of the home page, and click it to bring up the registration page.



The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course based on your organization's settings.

Step 1


- Select your Organizational Affiliation: In the Search box, type Concordia University Irvine.
- Select it from the list of organizations that appear in the box below.
- Click the box next to “I AGREE to the Terms of Service for accessing CITI Program materials.”
- Click on the box next to “I affirm that I am an affiliate of Concordia University Irvine.”
- Click on the blue box “Continue to Create your CITI Program Username/Password.”

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. 

Concordia University Irvine

Concordia University Irvine 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 Concordia University Irvine.

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

Step 2

- Enter your First Name and Last Name. Please enter your name here as you would like it to appear on your completion report received at the end of the course.
- Enter your Email Address and Verify Email Address. You can use any email address to register but we recommend not using your organizational email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account and can transfer credit if you use a non-organizational email.
- Enter a Secondary Email Address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

CITI - Learner Registration - DEMO

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

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

[Continue To Step 3](#)

Step 3

- Enter a User Name and Password for your account. Please follow the on-screen instructions for the expected parameters of each field. Passwords are case sensitive.
- Select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and which you can comfortably answer for the tech support team.

CITI - Learner Registration - DEMO

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

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

[Continue To Step 4](#)

Step 4

- a. Start typing “United States”
- b. When the choice appears, select “United States” from the list of choices below.

CITI - Learner Registration - DEMO

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.

[Continue To Step 5](#)

Step 5

- Please select "NO" for receiving Continuing Education credits.
- It is up to you to decide if you want to participate in CITI surveys or receive marketing info.

CITI - Learner Registration - DEMO

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 grad 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

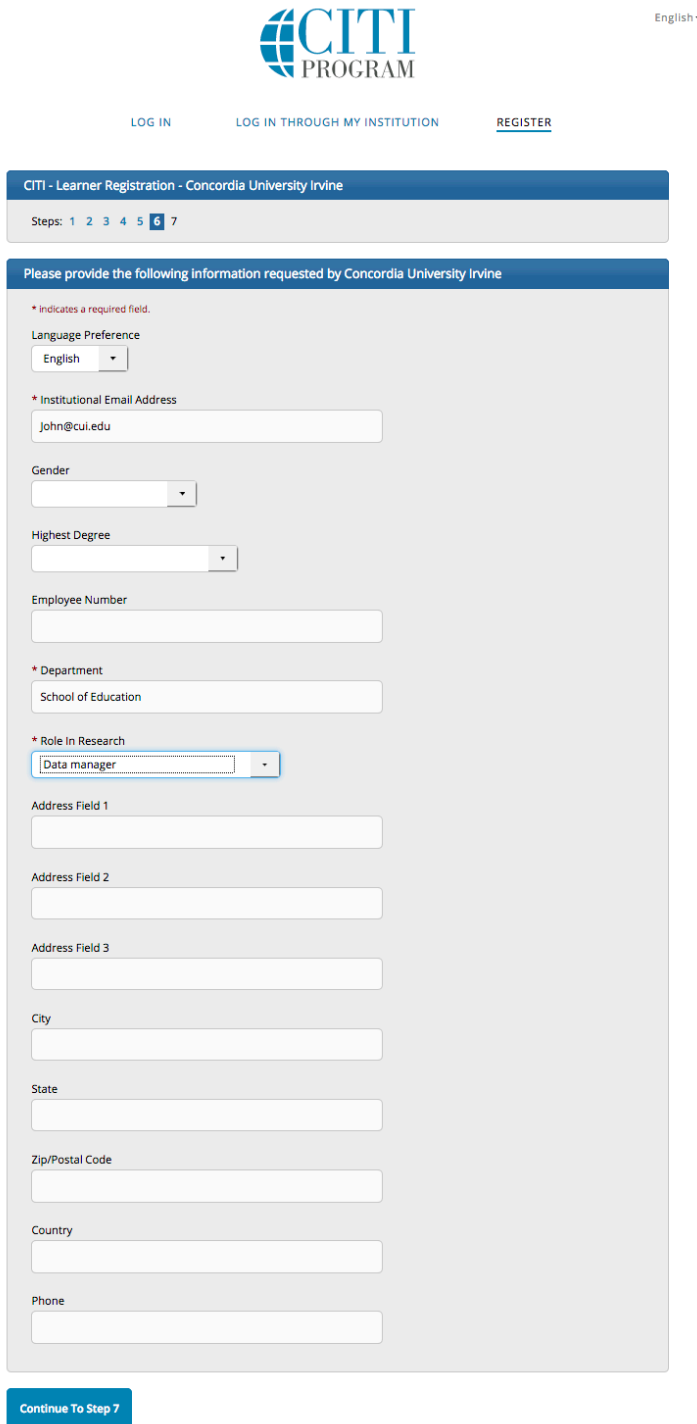
*** Can CITI Program contact you at a later date regarding participation in research surveys? 🗨️**

- Yes
- No
- Not sure. Ask me later

Continue To Step 6

Step 6

- Select "English" under Language Preference
- Type your "Institutional Email Address"
- For Department (Faculty-enter your School; Students-enter your Program/Department)
- For Role in Research select the appropriate category



The screenshot shows the CITI Program registration interface. At the top, there is a navigation bar with the CITI PROGRAM logo and a language dropdown set to "English". Below the logo are three links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The main content area is titled "CITI - Learner Registration - Concordia University Irvine" and shows a progress bar with steps 1 through 7, where step 6 is currently active. The form prompts the user to "Please provide the following information requested by Concordia University Irvine". A legend indicates that an asterisk (*) denotes a required field. The form fields are as follows:

- Language Preference: Dropdown menu with "English" selected.
- * Institutional Email Address: Text input field containing "John@cu.edu".
- Gender: Dropdown menu.
- Highest Degree: Dropdown menu.
- Employee Number: Text input field.
- * Department: Text input field containing "School of Education".
- * Role In Research: Dropdown menu with "Data manager" selected.
- Address Field 1: Text input field.
- Address Field 2: Text input field.
- Address Field 3: Text input field.
- City: Text input field.
- State: Text input field.
- Zip/Postal Code: Text input field.
- Country: Text input field.
- Phone: Text input field.

At the bottom of the form is a blue button labeled "Continue To Step 7".

Step 7

- Select “Biomedical Research Investigators” or “Social and Behavioral Research Investigators.”
- Only answer Question 1 on this page. Leave Blank or Answer “No” or “Not at this Time” to Questions 2-8.
- Select the box below “Important Notice” confirming your courses. (If you selected any of the optional courses – see b) above - you will be responsible for payment.)
- Click on the blue box “Complete Registration”



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Concordia University Irvine

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

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Question 1

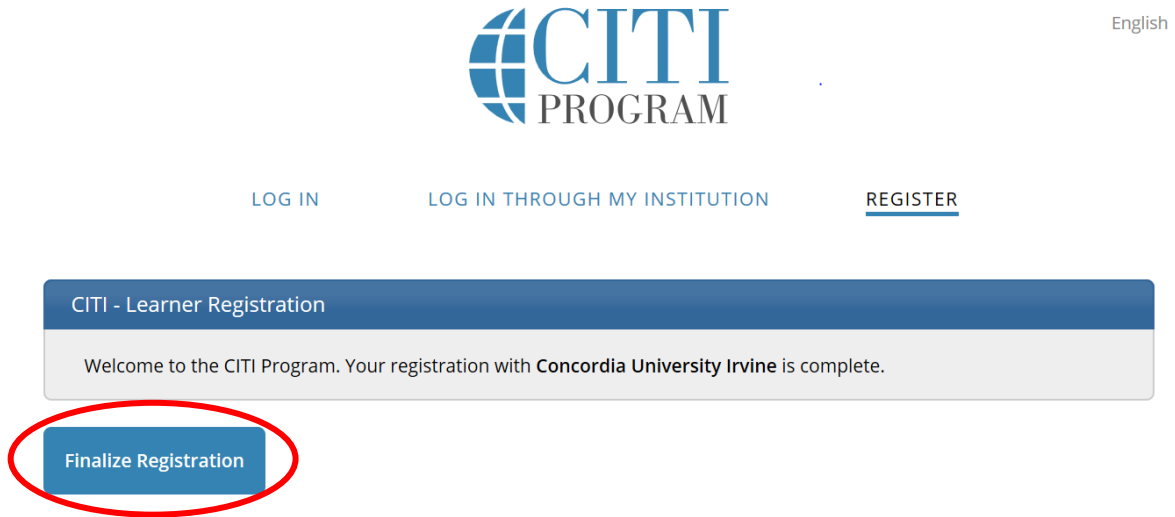
Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

e. Your learner account registration is complete. Click on “Finalize Registration”



English

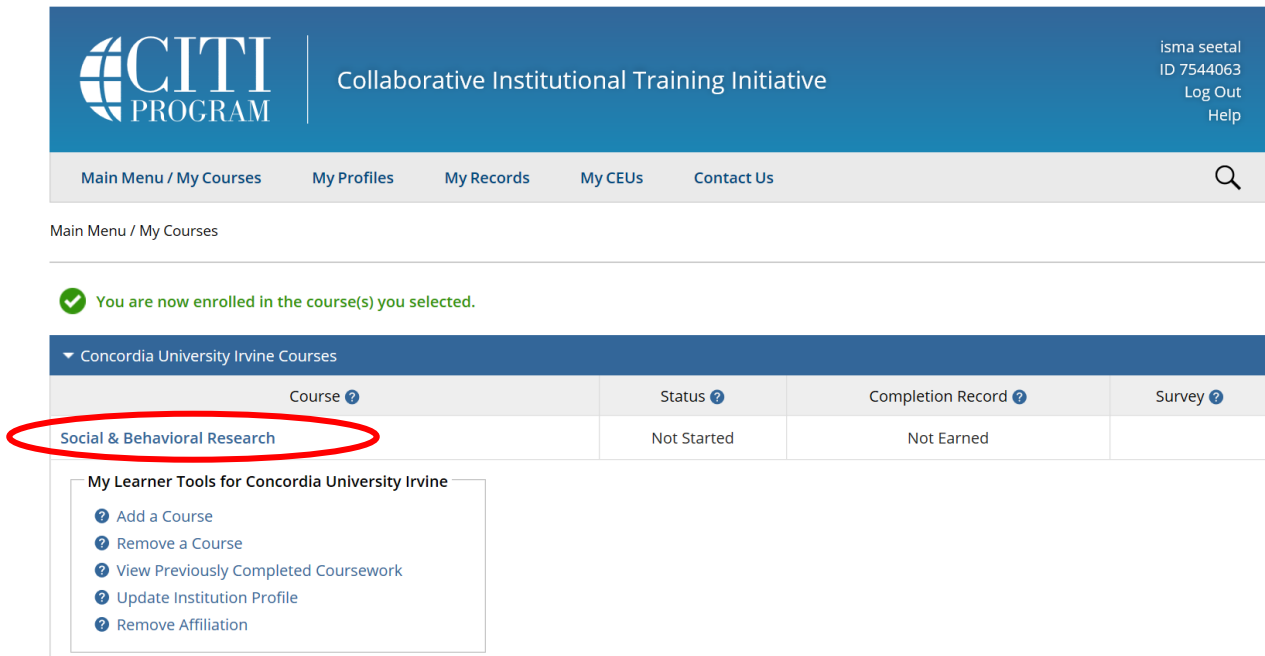
LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

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

Finalize Registration

f. Click on “Social & Behavioral Research” under “Course” and get started!



CITI PROGRAM | Collaborative Institutional Training Initiative

isma seetal
ID 7544063
Log Out
Help

Main Menu / My Courses My Profiles My Records My CEUs Contact Us 🔍

Main Menu / My Courses

✔ You are now enrolled in the course(s) you selected.

Course ?	Status ?	Completion Record ?	Survey ?
Social & Behavioral Research	Not Started	Not Earned	

My Learner Tools for Concordia University Irvine

- ➔ Add a Course
- ➔ Remove a Course
- ➔ View Previously Completed Coursework
- ➔ Update Institution Profile
- ➔ Remove Affiliation

COMPLETION OF PROGRAM AND CERTIFICATION

After you have successfully completed the course, please click on “**Access your Completion Records**”

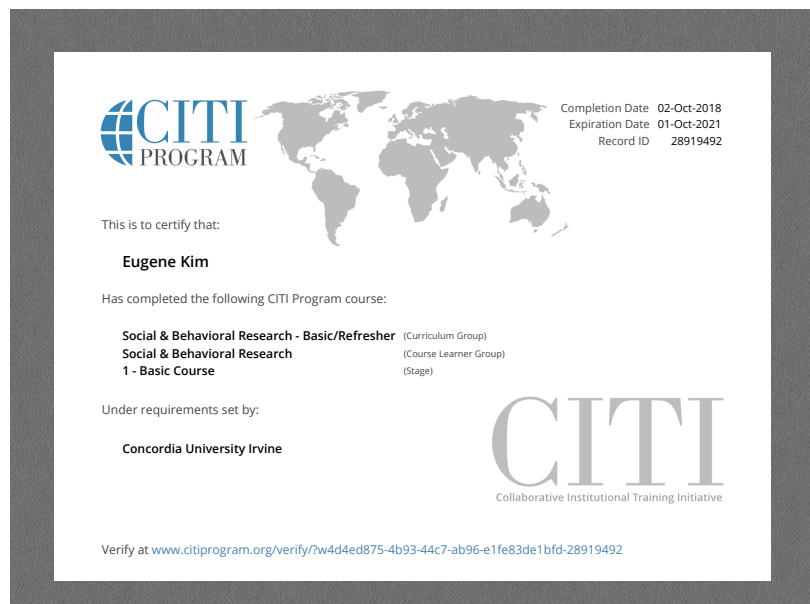
-
- ✔ Congratulations! You have now completed the 'Social & Behavioral Research - Basic Course' course
-

Post-Course Completion Options

- ➔ **Access your Completion Records**
View, Print, or Share via link your Completion Certificate or Completion Report for this course.
- ➔ **Independent Learner Courses**
Purchase additional training. New offerings include Clinical Research Coordinator (CRC), Disaster Planning for the Research Enterprise (DPRE), Good Laboratory Practice (GLP), and more.
- ➔ **Post-Course Evaluation**
Fill out a voluntary post-course evaluation.
- ➔ **Return to Main Menu**
Review your completed modules and continuing education (CE/CEU) credit eligibility (if applicable).

Click on “**Completion Certificate**” and print/save the document as a pdf. This certificate will need to be submitted to IRB (and possibly your course instructor) at the appropriate time, so please store the pdf document in a secure location. You may log-in and access this certificate in the future as well.

Sample Certificate (please note, the certificate includes the date of expiration – 3 years from completion date)



CONGRATULATIONS! You have completed the CITI Human Subjects Research Training Program and are one step closer to conducting your research.