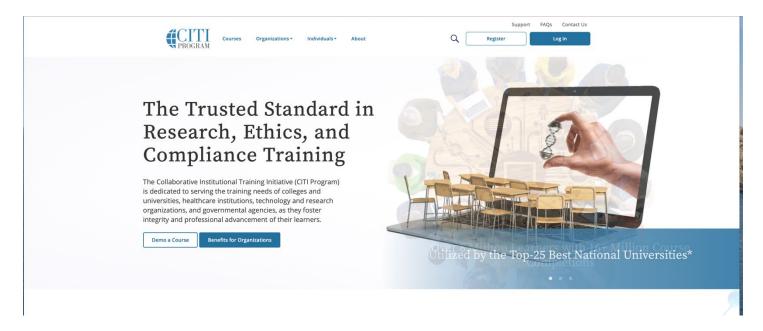


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First time registration on the CITI training website: www.citiprogram.org

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 Choose a participating organization from the search box. All active organizations are listed. This includes the VA sites, The DoE organizations, HANC affiliates, Canadian organizations, Indian organizations, and Korean based organizations.

NOTE: Ignore/skip the Independent Learner Registration question. This does not apply to SHSU.



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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.		
—— or ——		
Independent Learner Registration		
Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.		
☐ I AGREE to the <u>Terms of Service</u> and <u>Privacy Policy</u> for accessing CITI Program materials.		

Step 2 requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

[NOTE: name <u>must</u> match what is listed on your SHSU admissions application!]

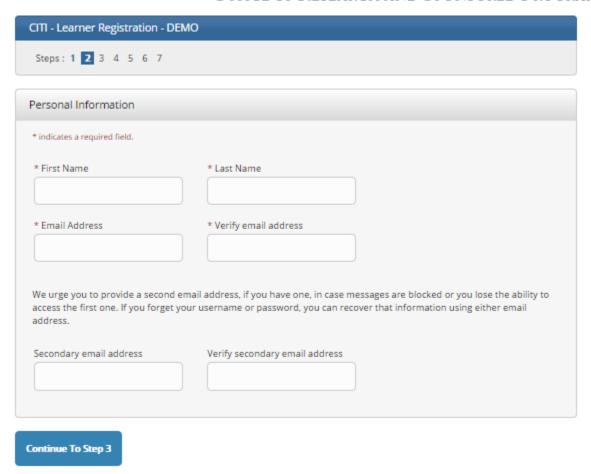
You can use any email address to register but we recommend not using your organizational email. The account belongs to you, the learner, and if you leave the institution, you will still have access to the account if you use a non-organizational email. This means you can keep the same account and transfer credit if you affiliate with a new organization.

While not required, we do encourage entering 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.



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At Step 3 you will choose a username and password for your account. Please follow the on-screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step, you will also 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.



S_{AM} Houston S_{TATE} University

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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			
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 asks for your country of residence.



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CITI - Learner Registration - Sam Houston State University
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.
* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?
○ Yes ○ No
Continue To Step 5

Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

[NOTE: select NO to this question; it does not apply to SHSU, since this amenity was not included in our Institutional Subscription!]



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CITI - Learner Registration - Sam Houston State University
Steps: 1 2 3 4 5 6 7
t 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.
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
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
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 No No No No No No No No N



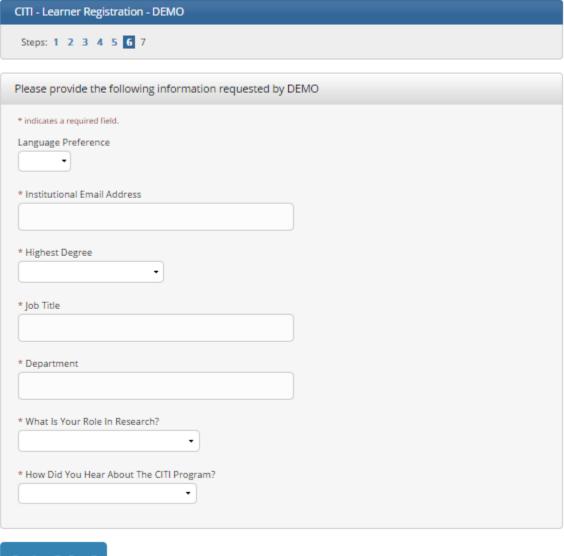
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This step is where you can also let us know your interest in participating in research surveys at a later date.

Step 6 is **organization specific.** Each organization determines the fields listed on this page and what information is required or optional. Some organizations request very specific information such as a employee ID number or campus name. Any questions regarding the fields on this page should be directed to your organization's CITI Program administrator.

[NOTE: in your response to the question, What is Your Role in Research?: for faculty/staff researchers, select Principal Investigator; for Undergraduate Students, select Student Researcher—Undergraduate; for Graduate Students, select Student Researcher—Graduate]



Continue To Step 7



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The questions in **Step 7** enroll you in CITI Program courses. These questions are set up based on the organization specific courses. Please read each question carefully to ensure you are enrolled in the correct course.

Question 1		
Responsible Conduct of Research Please make your selection below to receive the courses in the Responsible Conduct of Research. Choose all that apply SHSU Research Administrators RCR for Social, Behavioral, and Education (SBE) Sciences RCR for Physical Sciences RCR for Humanities Not at this time		
Question 2		
Would you like to take the Conflicts of Interest course? Choose one answer Yes No	Leave this question blank.	

FOR COCJ Faculty and Students:



Question 3

Sam Houston State University

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Human Subjects Research		
Do you conduct studies that involve Human Subjects? Choose the appropriate course:		
Choose one answer		
Biomedical Researchers		
Social-Behavioral-Educational Researchers		
Criminal Justice		
○ IRB Members		
○ IRB Community Members		
O Not at this time.		
Question 4		
Institutional/Signatory Officials & IRB Chair Please make your selection below if you wish to be enrolled in the In	stitutional/Signatory Officials or IRB Chair courses.	
Choose all that apply		
☐ Institutional/Signatory Officials ☐ IRB Chair	Leave this question blank.	



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Question 5		
Laboratory Animal Welfare		
Do you conduct studies that use Lab animals? 1. If YES, then you must complete the Basic course and the appropriate species specific modules.		
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".		
3. Choose the appropriate species specific electives according to your research interests.		
Choose all that apply		
☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.		
☐ If you are an IACUC Member you are required to complete the "IACUC Chairs, Members and Coordinators " course now.		
☐ Institutional Official		
☐ IACUC Community Member		
□ Post-Approval Monitoring (PAM)		
Choose the appropriate species specific electives depending on your work or interests.		
Reducing Pain and Distress in Laboratory Mice and Rats Groups		
☐ I work with Mice. Family: Muridae Cricetidae		
☐ I work with Rats		
☐ I work with Frogs, Toads or other Amphibians		
☐ I work with Rabbits, Family: Leporidae		
Using Hazardous and Toxic Agents in Animals Leave this question blank.		
□ I work with Fish		
□ I work with Zebrafish: Danio rerio		
□ I work Cattle		
☐ Working with Wildlife		
Not at this time.		



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Question 6			
Please make your selection below to receive the CITI Export Compliance (EC) Regulations course.			
Export Compliance (EC)Not at this time.	Leave this question blank.		
Question 7 Biosafety/Biosecurity			
Please make your selection(s) below to enroll the Biosafety/Bio Choose all that apply	security Course.		
 □ Group 1: Initial Biosafety Training for Faculty, Staff and Stude □ Group 2: IBC Members □ Group 3: Biosafety Officers □ Group 4: Biosafety Retraining 	Leave this question blank.		



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Question 8	
HIPAA - Information Privacy & Security (IPS) Please make the appropriate selection based on your role at the institution Information Privacy & Security (IPS) course. Choose one answer IPS for Clinicians IPS for Researchers IPS for Students Not at this time.	n if you are required to complete the Leave this question blank.
Question 9	
College of Osteopathic Medicine Training	
Choose one answer	
RCR for Osteopathic Medicine	
O HIPAA - Information Privacy & Security (IPS) for Osteopathic Medicine	
Medical Outreach Program Training	Leave this question blank.
O Not at this time	Leave this question blank.

After selecting your courses, click on Complete Registration.

Complete Registration

Your learner account registration is complete.

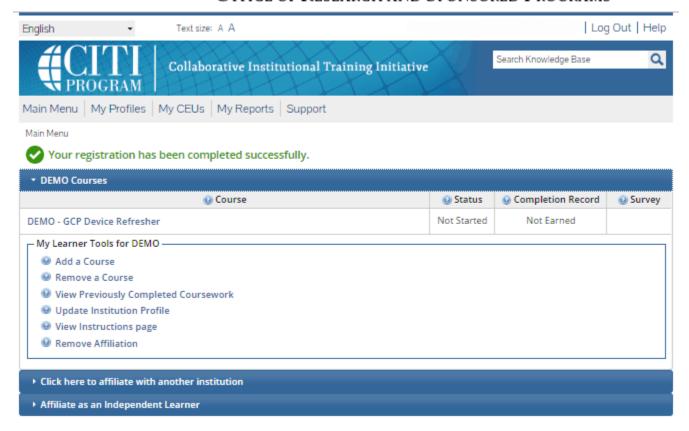
You will now be able to access the Main Menu of your account.

Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Group.



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For further assistance, you may want to see our **Guide to CITI Navigation**.