For new users, click "Register"

URL: www.citiprogram.org
Step 1—Select an Institution

1. The only concern here is choosing your Participating Institutions. SHSU is found by entering the name partially (i.e., Enter “Sam…”) ; select Sam Houston State University. Click “Continue to Step 2.”
### Personal Information

- Enter your First and Last Name (this should be the same as what is on record with SHSU).
- Enter your SHSU email address and verify the email.
- It is not a requirement that you enter a secondary email.
- Click “Continue to Step 3.”
Step 3: Create your Username and Password

- Recommended: Use the same username and password that you created to log into your SHSU student account.
- Choose a Security Question.
- Answer the question.
- Click “Continue to Step 4.”
Step 4: Gender, Ethnicity and Race

**Gender, Ethnicity and Race**

- Why does CITI Program ask about your gender, race and ethnicity?
- Why does CITI Program use these categories?
- Why does CITI Program ask about your gender?

* indicates a required field.

**Your Gender Is:**
- Male
- Female
- I would rather not disclose

**Your Ethnicity Is:** (You may choose only one)
- Hispanic or Latino
- Not Hispanic or Latino
- I would rather not disclose

**Your Race Is:** (You may choose more than one)
- American Indian or Alaska Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- I would rather not disclose

- Answer the questions.
- Note: you have the option of selecting “I would rather not disclose.”
- Click “Continue to Step 5.”
Step 5: Continuing Education Credits

* 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 recertification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

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

• ALERT: SHSU does not subscribe to the CEU option in CITI; therefore, select NO to this question.
Step 5: Continuing Education Credits

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
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Psychologists – APA Credits
- 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

- DO NOT SELECT any of the credit options above (SHSU do not subscribe to CEU credits)
- Select “NO” for the question pertaining to surveys.
- Click “Continue to Step 6.”
<table>
<thead>
<tr>
<th><strong>Step 6: Information requested by SHSU</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please provide the following information requested by Sam Houston State University</strong></td>
</tr>
<tr>
<td>* indicates a required field.</td>
</tr>
<tr>
<td><strong>Language Preference</strong></td>
</tr>
<tr>
<td>* institutional email address</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Highest degree</td>
</tr>
<tr>
<td>Employee Number</td>
</tr>
<tr>
<td>* Department</td>
</tr>
<tr>
<td>* Role in research</td>
</tr>
<tr>
<td>Address Field 1</td>
</tr>
<tr>
<td>Address Field 2</td>
</tr>
<tr>
<td>Address Field 3</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
</tbody>
</table>

- Complete user questionnaire.
- See next slide for further information.
Step 6 continued: Information requested by SHSU—Role in Research

For Undergraduate students, select Student Researcher – Undergraduate. For Graduate students, select Student Researcher – Graduate. For Faculty, select Principal Investigator.

Click “Continue to Step 7.”
Select Curriculum – Question #1 Responsible Conduct in Research (RCR)

Select Not at this time
Select Curriculum – Question #2 Conflicts of Interest

* Question 2

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

Select *No*
Select Curriculum – Question #3 Human Subjects

Question 3

Human Subjects

Do you conduct studies that involve Human Subjects? Choose the appropriate course:

Choose one answer

- Social and Behavioral Research Students
- Social and Behavioral Research (for Faculty)
- Not at this time.
Would you like to take the IRB Chair course?

Choose one answer

- [ ] Yes
- [x] Not at this time.
Lab 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.
- IACUC Community Member
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

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 Frogs, Toads or other Amphibians
- I work with Rabbits, Family: Leporidae
- Using Hazardous and Toxic Agents in Animals
- Working with Fish in Research Settings
- I work with Zebrafish: Danio rerio
- Not at this time.
Select Curriculum – Question #6—U.S. Export Control Regulations

Question 6

Please make your selection below to receive the Citi US Export Control Regulations course.

Choose one answer

- Citi Export Controls
- Not at this time.

Select Not at this time; then, click “Complete Registration.”
Click “Finalize registration”

The message above indicates that registration is complete. To begin your course, click on the Sam Houston State University ribbon.
Any questions?
Please contact Sharla Miles in ORSP

At 936-294-4875 or by email at

Sharla_Miles@shsu.edu

Links: https://www.citiprogram.org/
       http://www.shsu.edu/dept/office-of-research-and-sponsored-programs/