First time registration on the CITI training website:

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.
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 must 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.
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.
Step 4 asks for your country of residence.
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!]
**CTI - 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 CTI Program courses?**

CTI 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 CTI 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.

<table>
<thead>
<tr>
<th><strong>Yes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>☐ No</td>
</tr>
</tbody>
</table>

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 CTI Program contact you at a later date regarding participation in research surveys?**

- Yes
- No
- Not sure. Ask me later

**Continue To Step 6**
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 an 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]
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.

**Responsible Conduct of Research**

Please make your selection below to receive the courses in the Responsible Conduct of Research. Leave this question blank.

- [ ] SHSU Research Administrators
- [ ] RCR for Social, Behavioral, and Education (SBE) Sciences
- [ ] RCR for Physical Sciences
- [ ] RCR for Humanities
- [ ] Not at this time

Would you like to take the Conflicts of Interest course?

*This question is required. Choose one answer.*

- [ ] Yes
- [x] No
FOR COCJ Faculty and Students:

Human Subjects Research

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

- Biomedical Researchers
- Social-Behavioral-Educational Researchers
- Criminal Justice
- IRB Members
- IRB Community Members
- Not at this time.

Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

- Institutional/Signatory Officials
- IRB Chair

Leave this question blank.
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.

☐ "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 "Essentials for IACUC Members" 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
☐ I work with Fish
☐ I work with Zebrafish: Danio rerio
☐ I work Cattle
☐ Working with Wildlife
☐ Not at this time.
Please make your selection below to receive the CITI Export Compliance (EC) Regulations course. Leave this question blank.

- Export Compliance (EC)
- Not at this time.

After selecting your courses, click on Finalize 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.
Your registration has been completed successfully.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Record</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO - GCP Device Refresher</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
</tbody>
</table>

My Learner Tools for DEMO
- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affililiation

For further assistance, you may want to see our [Guide to CITI Navigation](#).