Collaborative Institutional Training Initiative (CITI)

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OFFICE OF RESEARCH & SPONSORED PROGRAMS

SAM HOUSTON STATE UNIVERSITY

For new users, click "Register"

URL: www.citiprogram.org

Step 1—Select an Institution

CITI Program — Collaborative Institutional Training Initiative at the University of Miami

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CITI - Learner Registration

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

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

[_____] Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2] [Search Again]

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." HINT: Ignore the "Independent Learner Registration;" this does not apply to SHSU.

Step 2—Personal Information

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address

Verify secondary email address

Continue to Step 3

- 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

CITI - Learner Registration

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

- • 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

Continue to Step 5

- 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 re-certification 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 grad book page.

◉ No

- ALERT: SHSU does not subscribe to the CEU option in CITI; therefore, select NO to this question.
- Click "Continue to Step 6."

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

Continue to Step 6

- DO NOT SELECT any of the credit options above (SHSU dose not subscribe to CEU credits)
- Select "NO" for the question pertaining to surveys.
- Click "Continue to Step 6."

Step 6: Information requested by SHSU

Please provide the following information requested by Sam Houston State University

* indicates a required field.

Language Preference

[▼]

* Institutional email address

[   ]

Gender

[▼]

Highest degree

[▼]

Employee Number

[   ]

* Department

[   ]

* Role in research

[▼]

Address Field 1

[   ]

Address Field 2

[   ]

Address Field 3

[   ]

City

[   ]

State

[   ]

- Complete user questionnaire.
- See next slide for further information.

Step 6 continued: Information requested by SHSU—Role in Research

Highest degree

[dropdown]

Employee Number

[text field]

* Department

[text field]

* Role in research

[dropdown]

Clinical Researcher
Co-Investigator
Compliance Officer
Data manager
IACUC Administrator
IACUC Chair
IACUC Member
Institutional Official
Interviewer
IRB administrator
IRB Chair
IRB Member
Lab. Research Staff
Pharmacist
Principal Investigator
Recruiter
Research Administrator
Research Assistant
Research Fellow - Post Graduate
Research Integrity Officer
Site Coordinator
Social Worker
Statistician
Student Researcher - Graduate level
Student Researcher - Undergraduate
Study Coordinator
Study nurse
Veterinarian

Phone

[text field]

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

Click "Continue to Step 7."

Continue to Step 7

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Main Menu › Add Course/Update Learner Groups

Select Curriculum - Sam Houston State University

* 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.

View instructions page

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

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*

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.

Select *Social and Behavioral Research (for Faculty)*

Select Curriculum – Question #4 IRB Chair

* Question 4

Would you like to take the IRB Chair course?

Choose one answer

○ Yes

● Not at this time. Select *Not at this time*

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.
☐ 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 *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.

[Complete Registration]

Select *Not at this time*; then, click **"Complete Registration."**

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CITI - Learner Registration

Your registration with **Sam Houston State University** is complete.

Finalize registration

Click "Finalize registration"

English | Text size: A A | Peter Cottontail ID: 4128384 | Log Out | Help

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Main Menu

✓ Your registration has been completed successfully.

▸ Sam Houston State University Courses

▸ Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

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/