



SAM HOUSTON STATE UNIVERSITY

A member of the Texas State University System

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

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

Click Register:

The next steps are numbered 1-4. 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. Start typing Sam Houston State University in the field provided:

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



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CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4

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 [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Complete the assurance questions as it shows below, then click Create a CITI Program account:

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4

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. ⓘ

Sam Houston State University

Sam Houston State University 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 Sam Houston State University.

Create a CITI Program account

_____ 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.



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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.

SHSU requires that you use your formal SHSU email address to register (note: this is highly relevant for those submitting requests to the IRB).

While not required by CITI, **SHSU requires that you include 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 - Sam Houston State University

Steps: 1 2 3 4

Personal Information

* Indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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

[Continue To Step 3](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)
[Status Page](#)

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.



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Compliance - Office of Research | Proposal and Award Workspace | Research, Ethics, and Compliance | CITI - Collaborative Institutional

Steps: 1 2 3 4

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](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Step 4 asks for your country of residence. Please disregard the ORCID ID question. Click Finalize Registration.

Compliance - Office of Research | Proposal and Award Workspace | Research, Ethics, and Compliance | CITI - Collaborative Institutional

Steps: 1 2 3 4

CITI - Learner Registration - Sam Houston State University

* indicates a required field.

Would you like to connect your ORCID® ID to your CITI Program account?

[Connect your ORCID ID](#)

* 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

[Finalize Registration](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).



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Say no to CE credits as SHSU did not purchase this part of the subscription. Click Submit.

Your CE Credit Status

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.

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.

Submit

Purchasing your earned CE/CME credits

Follow steps below to purchase CE/CME credits you already earned:

For this page, only complete the questions marked with an asterisk (e.g., language preference, institutional email address and verification of the email, department, and role):

Please provide the following information requested by Sam Houston State University.

Fields marked with an asterisk (*) are required.

Language Preference
English

Institutional email address *
We recommend providing an email address issued by Sam Houston State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Sam Houston State University officials identify your learning records in reports.
sg7002@shsu.edu

Verify institutional email address *
sg7002@shsu.edu

Highest degree
-

Employee Number
[Empty]

Sam ID#
Please enter your Sam Houston State University ID number (this is the number on your Sam ID card; this is required by the SHSU CITI Administrator for search purposes)
[Empty]

Department *
CRSP

Role *
Principal Investigator

Address Field 1
[Empty]



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Here is the Select Curriculum page, which allows you to select the course you need to complete. None of the questions are required, so scroll to the question that contains the appropriate course required for the type of research you are conducting and select the course you have been assigned to complete. Once you have selected your course(s), you may click Submit.

QUESTION 1

Leave this question blank.

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
- RCR for Biomedical Trainees
- Not at this time

QUESTION 2

Leave this question blank.

Conflicts of Interest

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No



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QUESTION 3

Leave this question blank.

Human Subjects Research

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

Choose all that apply

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

QUESTION 4

Leave this question blank.

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.

Choose one answer

- Institutional/Signatory Officials
- IRB Chair



Question 5

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.

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
- 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

Leave this question blank.

Export Compliance (EC)

Please make your selection below to receive the CITI Export Compliance (EC) Regulations course.

Choose one answer

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

QUESTION 7

Leave this question blank.

Biosafety/Biosecurity

Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

Choose all that apply

- Group 1: Initial Biosafety Training for Faculty, Staff and Students
- Group 2: IBC Members
- Group 3: Biosafety Officers
- Group 4: Biosafety Retraining
- Shipping Regulated Biological Materials.



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Leave this question blank.

QUESTION 8

HIPAA - Information Privacy & Security (IPS)

Please make the appropriate selection based on your role at the institution if you are required to complete the Information Privacy & Security (IPS) course.

Choose all that apply

- IPS for Clinicians
- IPS for Researchers
- IPS for Students
- Not at this time.

Leave this question blank.

QUESTION 9

College of Osteopathic Medicine Training

Choose all that apply

- RCR for Osteopathic Medicine
- HIPAA - Information Privacy & Security (IPS) for Osteopathic Medicine
- Medical Outreach Program Training
- Not at this time



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QUESTION 10

Leave this question blank.

Community Engaged Scholarship at Sam Houston State University

Choose one answer

- Community-Engaged and Community-Based Participatory Research
- Not at this time.

QUESTION 11

Select the only option as shown here.

Research Security

Please select the applicable Research Security course based on your requirements and needs.

Choose all that apply

- Research Security Training (Combined)

QUESTION 12

Leave this question blank.

Webinars

Please choose the Webinars you would like to review:

This image on the next page is what your account should look like when registration is complete (**note:** this is merely a sample of a newly registered account; you will have a different course in your actual account):



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The screenshot shows a web browser window with the URL citiprogram.org/members/index.cfm?pageID=508&showInstitution=1874&message=94#view. The page displays the following information:

- Navigation links: [Add Institutional Affiliation](#), [Register as Independent Learner](#), [Courses Completed](#), [Day of Membership](#)
- Confirmation messages:
 - ✔ You are now enrolled in the course(s) you selected.
 - ✔ Your registration has been completed successfully.
- Filter: Show Courses for: [Institution List](#)
- Section: **Sam Houston State University**
- Section: **Active Courses** [Learner Tools](#)

You have no active courses for this Institution.
- Section: **Courses Ready to Begin** [Learner Tools](#)
 - Sam Houston State University
 - Drones in Academia**
 - Stage 1 - Basic Course
 - 0 / 1 modules completed
 - [Start Now](#)
- Section: **Completed Courses** [Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).
- Footer: [Learner Tools for Sam Houston State University](#)

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