

http://www.citiprogram.org/

CITI Program Instructions for Responsible Conduct of Research

1. Go to <https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English®ion=1>
2. Register: If you have not registered with CITI, click as seen below
>>>> If **already registered skip to number 7** <<<<<



English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

Username: [Forgot?](#)

Password: [Forgot?](#)

[Log In](#)

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

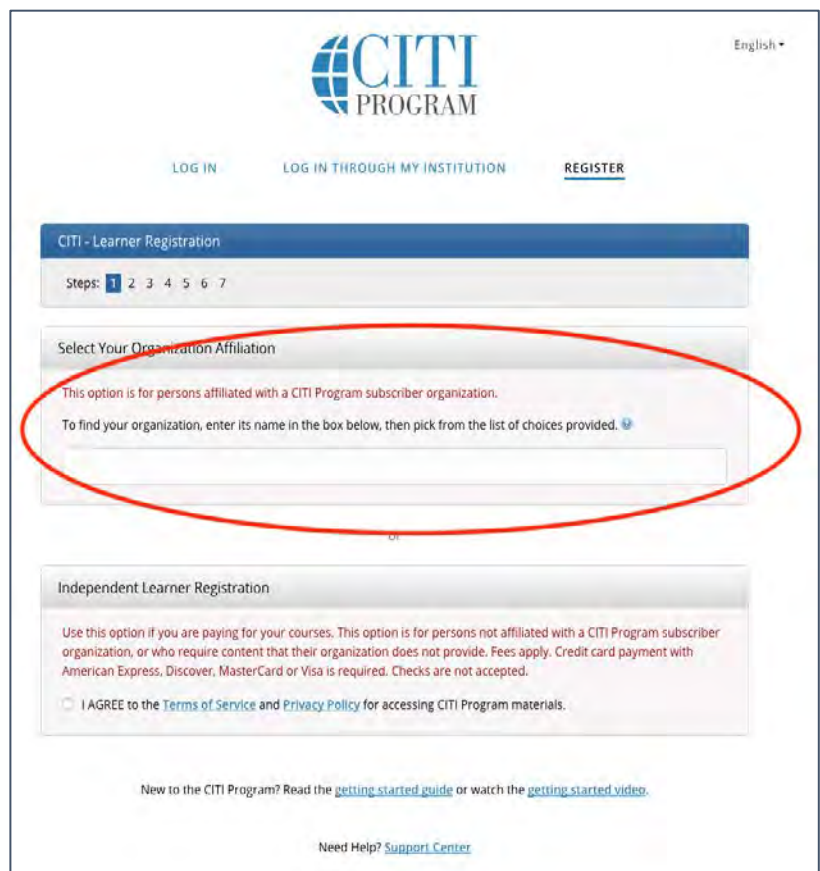
Complete each screen for each of the 7 Steps

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

Step 1. You will need to type in Idaho State University as your Organization Affiliation, hit enter, then agree to

- the terms of service
- the Privacy Policy, and
- affirm that you are affiliated with ISU

You must respond to each of these to continue registration.



English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

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 [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](#).

Need Help? [Support Center](#)

Step 2. Fill in information as requested

CITI - Learner Registration - Idaho State University

Steps: 1 2 3 4 5 6 7

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

Step 3. Create your Username and Password

CITI - Learner Registration - Idaho State University

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

http://www.citiprogram.org/

Step 4. Country of Residence

CITI - Learner Registration - Idaho 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.

Step 5. Answer NO to the CE credit question, because ISU does not support this.

CITI - Learner Registration - Idaho State University

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 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.

Yes

At the start of your course, you will be prompted to click on the "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

Step 5 continues – You must also answer the * questions in order to move on the STEP 6.

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 CITI Program contact you at a later date regarding participation in research surveys? 🗣️

- Yes
- No
- Not sure. Ask me later

Must answer

* Can CITI Program contact you at a later date with marketing information? 🗣️

- Yes
- No

Must answer

[Continue To Step 6](#)

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Step 6. This is the demographic information. If you do not have an office phone number, you may use a department phone number instead.

These fields display as a long continuous screen. These screen shots are split to fit the instruction pages.

The screenshot shows a web form titled "CITI - Learner Registration - Idaho State University". At the top, there is a progress indicator for "Steps: 1 2 3 4 5 6 7", with step 6 highlighted. Below this is a blue header bar with the text "Please provide the following information requested by Idaho State University". A red asterisk note states "* indicates a required field." The form contains the following fields:

- Language Preference: A dropdown menu.
- * Institutional Email Address: A text input field.
- * Gender: A dropdown menu.
- * Highest Degree: A dropdown menu.
- Employee Number: A text input field.
- Department: A text input field.
- * Role In Human Subjects Research: A dropdown menu.
- Address Field 1: A text input field.
- Address Field 2: A text input field.

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

* Which Course Do You Plan To Take?

Home Phone

Principal Investigator (PI)

Step 6. Continued

Answer the required question,

*** Which Course Do You Plan to Take?**

by *picking* from the ▼ list:

Responsible Conduct of Research

[Continue To Step 7](#)

At STEP 7. You will

Select Curriculum

There are Eight (8) Curriculum Options, listed as Question 1 thru Question 8

- Skip Questions 1, 2, 3

See next page for more directions

- **Answer Question 4, Responsible Conduct of Research**

Question 4

Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

- Biomedical Responsible Conduct of Research Course
For Biological Sciences; Health Sciences (all); Biomedical & Pharmaceutical Sciences majors
- Social and Behavioral Responsible Conduct of Research Course
For Anthropology; Political Science; Psychology; Sociology majors
- Physical Science Responsible Conduct of Research Course
For Chemistry; Geosciences; Mathematics; Physics majors
- Humanities Responsible Conduct of Research Course
For Art; English; History; Global Studies and Languages; Communication, Media & Persuasion majors
- Responsible Conduct of Research for Engineers
For Any Engineering major (Civil, Environmental, Electrical, Mechanical, Nuclear)
- Not at this time.

- **Answer Question 5, *Would you like to take the Conflicts of Interest course?***
By clicking "NO"
- **Answer Question 7 (Export Controls)**
"Not at this time"
- **Answer Question 8 (Biosafety/Biosecurity)**
"Not at this time"

Remember to answer Questions 7 and 8 as "Not at this time" and then click

[Complete Registration](#)

When you have completed the module(s), an email will be sent to ISU's CITI administrator. You will receive an email notifying you that you have completed your module.

Contact Tom Bailey at (208) 282-2179 with CITI software questions.