



# 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](http://www.citiprogram.org)**

Find the register button on the upper right portion of the home page, and click it to bring up the registration page.

The screenshot shows the CITI Program website. At the top left is the CITI PROGRAM logo. To its right are navigation links: Courses, Organizations, Individuals, and About. Further right is a search bar with a magnifying glass icon, and two buttons: Register and Log In. The main content area features the heading "The Trusted Standard in Research, Ethics, and Compliance Training". Below this is a paragraph: "The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners." Below the paragraph are two buttons: "Demo a Course" and "Benefits for Organizations". To the right of the text is a large image of a hand holding a DNA helix over a classroom setting. At the bottom of the image is a blue banner with the text: "Over 100 million learners with 167 Million Course Completions Utilized by the Top-25 Best National Universities\*".

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.

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



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### 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.

**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.



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CITI - Learner Registration - DEMO

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

[Continue To Step 3](#)

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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### CITI - Learner Registration - DEMO

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](#)

**Step 4** asks for your country of residence.



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### CITI - Learner Registration - Sam Houston 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.

\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 

Yes

No

[Continue To Step 5](#)

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!]**



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### CITI - Learner Registration - Sam Houston 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 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

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

[Continue To Step 6](#)



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**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 a 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]**

CITI - Learner Registration - DEMO

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

Please provide the following information requested by DEMO

\* indicates a required field.

Language Preference

\* Institutional Email Address

\* Highest Degree

\* Job Title

\* Department

\* What Is Your Role In Research?

\* How Did You Hear About The CITI Program?

[Continue To Step 7](#)



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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.

### 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

**Leave this question blank.**

### Question 2

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

**Leave this question blank.**

**FOR COCJ Faculty and Students:**



Question 3

### Human Subjects Research

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

Choose one answer

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

Question 4

### 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 all that apply

- Institutional/Signatory Officials
- IRB Chair

**Leave this question blank.**



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.
- 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.

**Leave this question blank.**



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### Question 6

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

Choose one answer

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

**Leave this question blank.**

### Question 7

#### **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

**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 one answer

- 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 one answer

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

**Leave this question blank.**

After selecting your courses, click on Complete Registration.

**Complete 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.



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English

Text size: A A

| Log Out | Help



Collaborative Institutional Training Initiative

Search Knowledge Base



Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

✔ Your registration has been completed successfully.

### DEMO Courses

Course	Status	Completion Record	Survey
DEMO - GCP Device Refresher	Not Started	Not Earned	

#### My Learner Tools for DEMO

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▶ [Click here to affiliate with another institution](#)

▶ [Affiliate as an Independent Learner](#)

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