

Collaborative Institutional Training Initiative (CITI) Program

Instructions on Navigating CITI Program

❖ If you have any questions or need any assistance, please call the IRB (562-985-8147) and IRB@csulb.edu

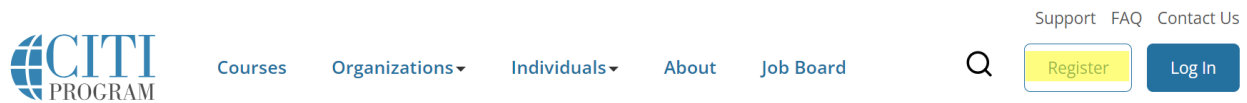
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Section 1: New User Registration

Registering as a New User

1. Click “Register” at <https://www.citiprogram.org>



2. Click “Select Your Organization Affiliation”.

The screenshot shows a blue header bar with the text 'CITI - Learner Registration'. Below it is a grey bar with the text 'Steps: 1 2 3 4', where '1' is highlighted in blue. Below this are two registration options. The first option, 'Select Your Organization Affiliation', is highlighted with a yellow background. It includes the text: 'This option is for persons affiliated with a CITI Program subscriber organization.' The second option, 'Independent Learner Registration', is in a blue box and includes the text: '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.'

3. Please enter California State University, Long Beach as the organization. Then, select “I agree” and “I affirm”. Click “Create a CITI Program account”.

The screenshot shows the 'Select Your Organization Affiliation' form. It has a blue header bar with 'CITI - Learner Registration' and a grey bar with 'Steps: 1 2 3 4', where '1' is highlighted. The main content area has a title 'Select Your Organization Affiliation' and a description: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this is a text box with the placeholder 'California State University, Long Beach' highlighted in yellow. A note states: 'California State University, Long Beach only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of California State University, Long Beach.' Both are checked. At the bottom is a blue button labeled 'Create a CITI Program account'.

4. Provide your name and email address.

Personal Information

* Indicates a required field.

* First Name

Dan

* Last Name

Pham

* Email Address

tpham@gmail.com

* Verify email address

tpham@gmail.com

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

5. Provide your username, password, and security question/answer.

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

tpham4734

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

What's your pet's name?

* Security Answer


Tom

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Prepared by TP

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6. If applicable, you have the option to connect your ORCID ID. Provide your “Country of Residence” and answer the prompt. Click “Finalize Registration”. A verification email will be sent to your email, and you will need to click on the activation link.

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

Section 2: Accessing Key Courses

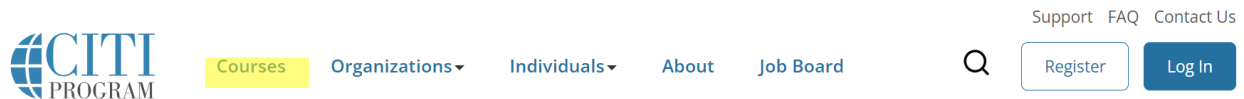
- ❖ For students, please complete either Social & Behavioral Research – Basic/Refresher OR Biomedical Research – Basic/Refresher
- ❖ For faculty advisors, please complete either Social & Behavioral Research – Basic/Refresher OR Biomedical Research – Basic/Refresher.

Alternatively, you may complete an accelerated course in either Faculty Advisors and Mentors (Biomedical Research) OR Faculty Advisors and Mentors (Social & Behavioral Research).

- ❖ Biomedical Responsible Conduct of Research and Social & Behavioral Responsible Conduct of Research do not fulfill the requirement.

How to Access Key Courses

1. Login to your CITI account. Click “Courses”.



2. Under Institutional Courses, click “View Courses”.

————— Institutional Courses —————

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

California State University, Long Beach

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

3. Scroll all the way down. Click “Add a Course”.

Learner Tools for California State University, Long Beach

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

4. You will be provided with a series of enrollment questions. Please select the option that is applicable.

Under question #1, **students** are advised to select either option #1 or option #2.

Faculty advisors are advised to select option #1, option #2, option #5, or option #6.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- ☒ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☒ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ Institutional/Signatory Official
- ☒ Faculty Advisors and Mentors (Biomedical Research)
- ☒ Faculty Advisors and Mentors (Social & Behavioral Research)
- ☐ Not at this time.

5. Answer the remaining questions as they relate to the study you are conducting. Once you have completed enrollment questions, click “Submit”.

Submit

6. The enrolled courses will now be displayed whenever you click “View Courses” under the “My Courses” tab.

Institutional Courses

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California State University, Long Beach

View Courses

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)