

Collaborative Institutional Training Initiative (CITI) Program
INSTRUCTIONS on
How to register & to complete the course “Social & Behavioral Research - Basic/Refresher”

- ❖ After you read this instructions and still have any questions and/or need any assistance, please call Office of Sponsored Programs (562-985-8147) or send an email to ORSPCompliance@csulb.edu

Go to <https://www.citiprogram.org>

Section I – How to register and generate your CITI Account and set up affiliation with CSULB

- ❖ If you have already generated an account, please skip to Section II on page #4

Use the “Create an account” button or the “Register” link in the right hand side of the main page.

When prompted for your Organization Affiliation, search for and select California State University, Long Beach from the drop down menu.

Be sure to click on the "I AGREE to the Terms of Service" checkbox

When prompted supply new user information (name, email addresses, username, password, security question and answer, country of residence, country of residence, continuing education credits, survey questions, language preference, etc.).

Use the "Continue to Step..." Button at the bottom of the page to move through the screens



Items marked with a red asterisk cannot be left blank.

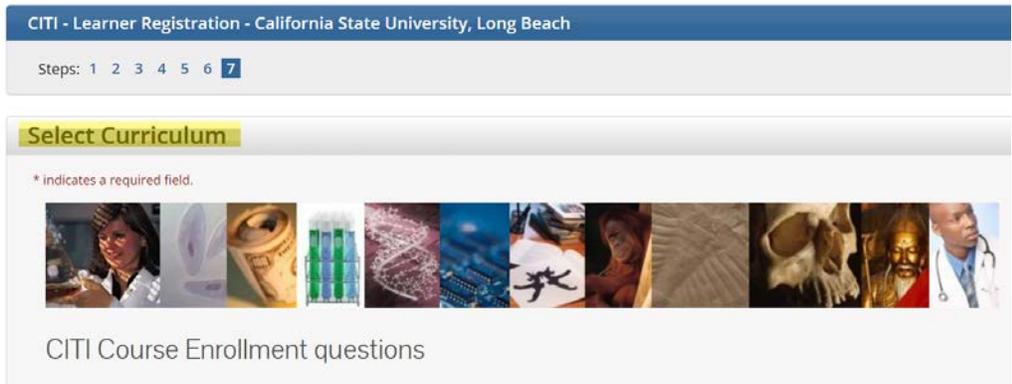
* indicates a required field.

Continuing Education Units (CEU) Credit is used in certain Professional Certification Program not offered by CSULB. When in doubt click **NO**.

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

On the final screen you will be asked to select a curriculum



Review the information on the page, scroll down, and complete the Enrollment Questions.

It is not necessary to answer all the questions. Only those marked with a red asterisk are required.

At the bottom of the final screen click on "Complete Registration"

Complete Registration

Click on the link to finalize your registration

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **California State University, Long Beach** is complete.

[Finalize registration](#)

You should get the following screen confirming your registration

Main Menu

 **Your registration has been completed successfully.**

- ▶ California State University, Long Beach Courses
- ▼ Click here to affiliate with another institution
- Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

Click on “California State University, Long Beach Courses”

 **Your registration has been completed successfully.**

- ▶ **California State University, Long Beach Courses**
- ▼ Click here to affiliate with another institution

Section II – How to retrieve your account access information

- ❖ If you forget your username or password, please either click the link or directly email/call the contact, as shown below; otherwise please proceed to Section III on page #5.

The screenshot shows the CITI PROGRAM login interface. At the top is the CITI PROGRAM logo. Below it are three links: LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. A red error message with an 'x' icon reads: "Sorry, the username and password you submitted are not recognized. Please try again or click here to retrieve your account access information." Below the message are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. A blue "Log in" button is positioned below the fields.

The screenshot shows a form titled "Retrieve your CITI Username". The text below the title reads: "If you have forgotten your username, enter an email address that you used for registration of that account. Your username will be sent to this email address." There is a single input field labeled "Email Address".

[Send My Username](#)

The screenshot shows a form titled "Reset Your CITI Password". The text below the title reads: "If you have forgotten your password, enter the username and an email address you used for registration of that account. You will receive an email at this address that contains instructions on how to reset your password." There are two input fields: "Email Address" and "Username".

[Reset My Password](#)

Contact Us

Email
support@citiprogram.org

Phone (U.S. Toll Free)
[888.529.5929](tel:888.529.5929)

Phone (International)
[+1 305.907.3100](tel:+1305.907.3100)

Hours of Operation

Phone Support
Monday through Friday
8:30 a.m. to 7:30 p.m.
U.S. Eastern Time (EST/EDT)

Section III – How to add and complete the course “Social & Behavioral Research - Basic/Refresher”

1. Under your affiliation with CSULB, “My Learner Tools for CSULB”,

▶ California State University, Long Beach Courses

Select “Add a course.”



2. Under “ Question #1 Human Subjects Research” click “**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.” scroll down to find Question 2* “Conflict of Interest” and click to choose “Yes” (You do not need to complete conflict of interest course, but you may need to check “yes” in order to bypass this step).

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.

Choose all that apply

- 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
- Not at this time.

Question 2 *

Conflicts of Interest

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

3. Scroll down to the bottom and click “submit”

Question 6

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

Choose one answer

- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- GCP for Clinical Investigations of Devices
- GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
- Not at this time.

Submit

4. Then you can click "**Social & Behavioral Research - Basic/Refresher**" to complete this course.
 - ❖ All key personnel participating in Human Subject Research requiring IRB approval must complete the "**Social & Behavioral Research - Basic/Refresher**" Course before beginning any research activity with human subjects.
 - ❖ Check with your Principal Investigator or with a Compliance Specialist in the Office of Research & Sponsored Programs (562-985-8147) or ORSPCompliance@csulb.edu) for information on the training requirements for your protocol.