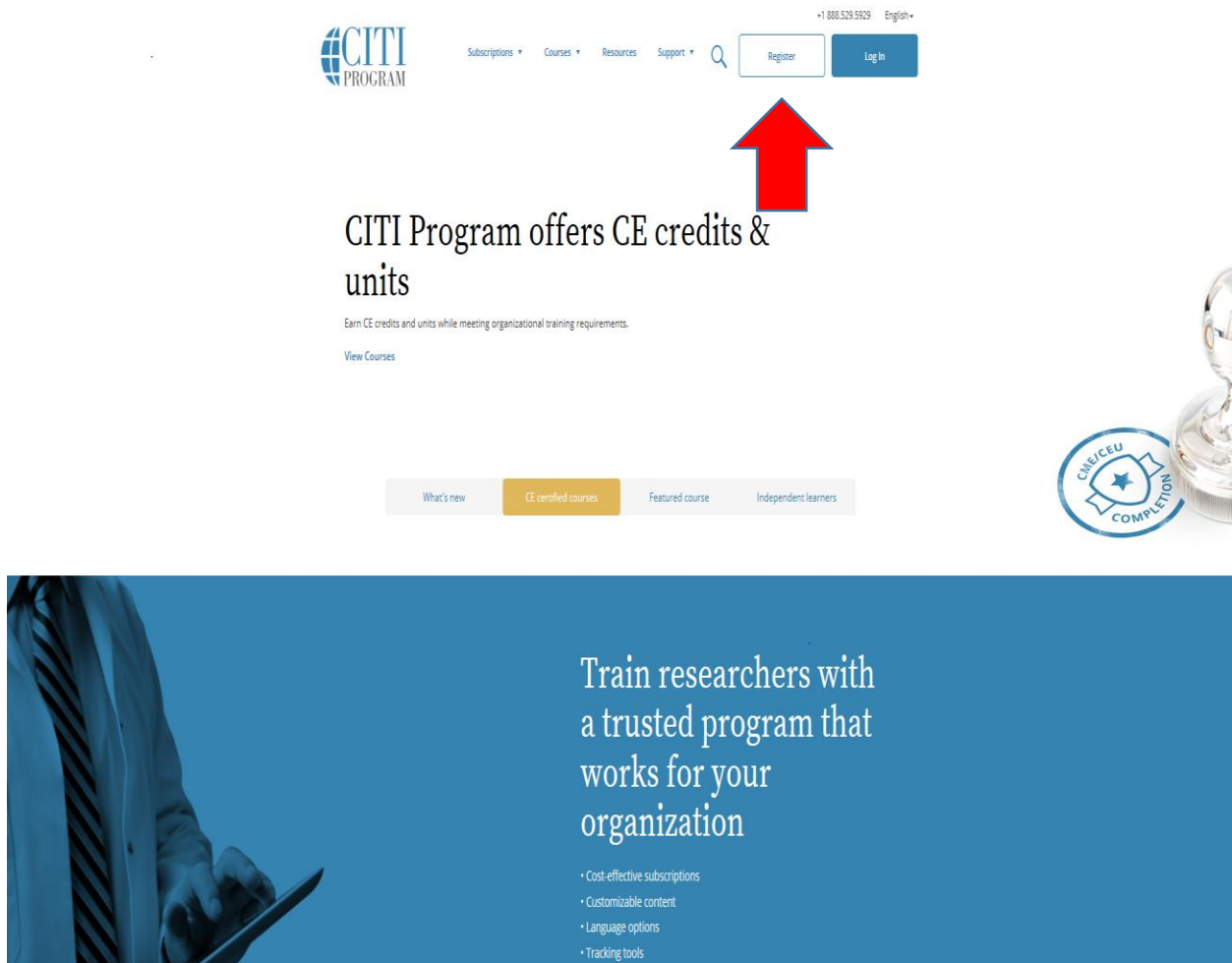


## CITI Faculty/Student/Staff Registration Guide

**NOTE: No grant funds can be spent until Responsible Conduct of Research Training is Completed!**

Sign on to the main CITI page: [www.citiprogram.org/](http://www.citiprogram.org/)

On the home page, click on “Register” beside the Log In option



The screenshot shows the CITI Program website home page. At the top left is the CITI PROGRAM logo. To its right are navigation links: Subscriptions, Courses, Resources, and Support. Further right is a search icon and a 'Register' button. To the right of the 'Register' button is a 'Log In' button. A large red arrow points upwards from the 'Register' button. Below the navigation is the main heading 'CITI Program offers CE credits & units' and a sub-heading 'Earn CE credits and units while meeting organizational training requirements.' Below that is a 'View Courses' link. At the bottom of the page is a horizontal menu with four items: 'What's new', 'CE certified courses' (highlighted in orange), 'Featured course', and 'Independent learners'. On the right side of the page, there is a circular seal that says 'CITI CEU COMPLETION' and a glass award trophy.



The banner features a blue background with a photograph of a person in a suit and tie holding a tablet. The text on the right side of the banner reads: 'Train researchers with a trusted program that works for your organization'. Below this text is a list of bullet points: '• Cost-effective subscriptions', '• Customizable content', '• Language options', and '• Tracking tools'.

Start typing West Virginia in the Search for Organization box, then select West Virginia STATE University from the drop down menu. Be sure to select WVSU. Then click on Continue to Step 2:



English

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

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#### CITI - Learner Registration

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

You must make a selection below.

#### Select Your Organization Affiliation

Search for organization: Enter full or partial name

West Virginia State University

Can't find your institution? It may use Single Sign On. [Check here.](#)

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

[Continue To Step 2](#)

#### Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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](#) for accessing CITI Program materials.

I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.

[Continue As Independent Learner \(Fees Apply\)](#)

Enter your first and last names, and your official WVSU campus e-mail address. Enter an alternate-email address that you will have access to/control over for the foreseeable future. Then click Continue to Step 3:

The screenshot shows the CITI Program registration interface. At the top, there is the CITI PROGRAM logo and a language dropdown menu set to 'English'. Below the logo are three navigation links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER'. A blue information banner states: 'Due to maintenance, the CITI Program website will be unavailable on Friday, May 12th from 11:00 p.m. to 2:00 a.m. U.S. Eastern Time (8:00 p.m. to 11:00 p.m. U.S. Pacific). We apologize for the inconvenience.' Below this is a header for 'CITI - Learner Registration - West Virginia State University' and a progress indicator showing steps 1 through 7, with step 2 highlighted. The main form is titled 'Personal Information' and includes a legend: '\* indicates a required field.' The form contains several input fields: '\* First Name', '\* Last Name', '\* Email Address', '\* Verify email address', 'Secondary email address', and 'Verify secondary email address'. A blue button labeled 'Continue To Step 3' is located below the form, with a large red arrow pointing to it from the right. At the bottom center, there is a link for 'Need Help? Support Center'.

Enter a User Name, Password, and select your Security Question and Answer; then click Continue to Step 4. Remember to write that information down:



English ▾

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CITI - Learner Registration - West Virginia 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

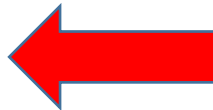
\* Verify Password

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

[Continue To Step 4](#)



In this section you will choose your Country of Residence. Then Continue to Step 5.



**CITI PROGRAM** English ▾

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CITI - Learner Registration - West Virginia 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.

[Continue To Step 5](#)

[Need Help? Support Center](#)

Answer the questions regarding CEU credit for CITI Program Courses. Then Continue to Step 6:

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

\* Can CITI Program contact you at a later date regarding participation in research surveys? 

- Yes
- No
- Not sure. Ask me later

Continue To Step 6



In this section please answer the questions requested by West Virginia State University. Then continue to Step 7:

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CITI - Learner Registration - West Virginia State University

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

Please provide the following information requested by West Virginia State University

\* indicates a required field.

Language Preference

\* Institutional Email Address

Gender

Highest Degree

Employee Number

\* Department

\* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue To Step 7



This is the "Select Curriculum" page. The selections you make on this page will determine the modules that you take. Then Continue to Complete Registration:



English

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[REGISTER](#)

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CITI - Learner Registration - West Virginia State University

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

### Select Curriculum

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

[Click here](#) to review the West Virginia State University instructions page.

### 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.

Choose one answer

- 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 & Administrators : This Basic Course is appropriate for IRB or Ethics Committee members.
- Students conducting no more than minimal risk research
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- Not at this time

### \* Question 2

#### Conflicts of Interest course

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

### Question 3

#### Responsible Conduct of Research

Select the group appropriate to your research activities. You will be enrolled in the Basic Course.

Choose all that apply

- Responsible Conduct of Research for Administrator
- Responsible Conduct of Research for Engineers
  
- Biomedical Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Humanities Responsible Conduct of Research



#### Question 4

##### Lab Animal Course

Do you conduct or supervise studies that use laboratory animals?

- If YES, then you must complete the Basic course and the appropriate species-specific modules.
- If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

- The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.
- If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

- I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.
- I work with frogs, toads or other amphibians.
- I work with mice.
- I work with rats.
- I work with hamsters.
- I work with gerbils.
- I work with guinea pigs.
- I work with rabbits.
- Working With Animals In Biomedical Research - Refresher Course
- Aseptic Surgery
- Antibody Production
- Working With Swine In Research Settings

#### \* Question 5

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training
- Dual Use Research of Concern (DURC)
- Not at this time.

#### 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 Biologics (ICH Focus)
- Not at this time.

Complete Registration



Click "Finalize Registration."



English ▾

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CITI - Learner Registration

Welcome to the CITI Program. Your registration with West Virginia State University is complete.

[Finalize Registration](#)



[Need Help? Support Center](#)

Registration is then complete!

**CITI PROGRAM** Collaborative Institutional Training Initiative

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

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Main Menu

**✓** Your registration has been completed successfully.

▼ West Virginia State University Courses

Course	Status	Completion Record	Survey
Aseptic surgery	Not Started	Not Earned	
Conflicts of Interest	Not Started	Not Earned	
Responsible Conduct of Research	Not Started	Not Earned	

My Learner Tools for West Virginia State University

- 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](#)