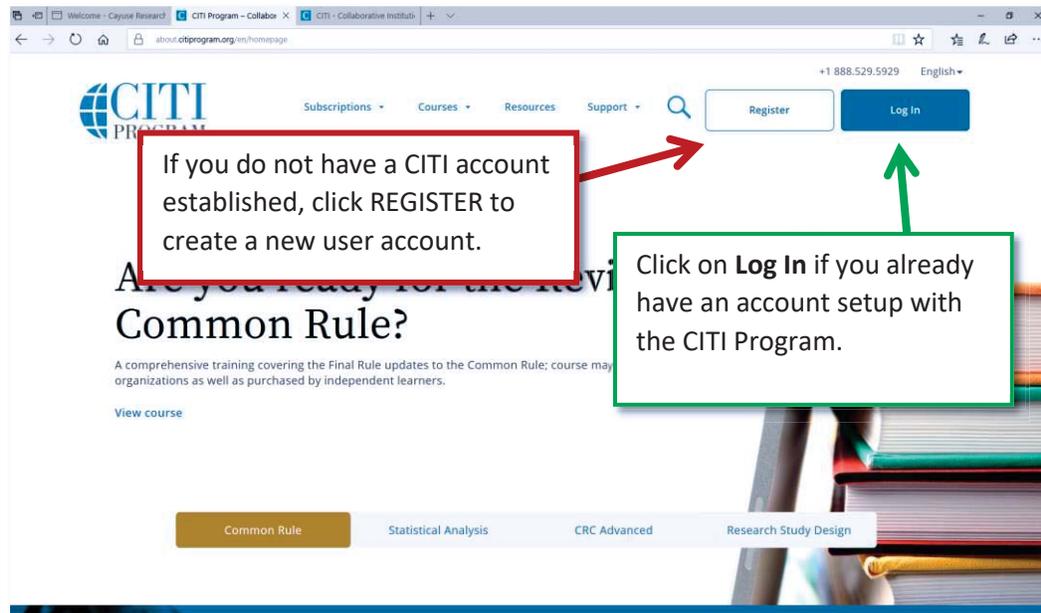


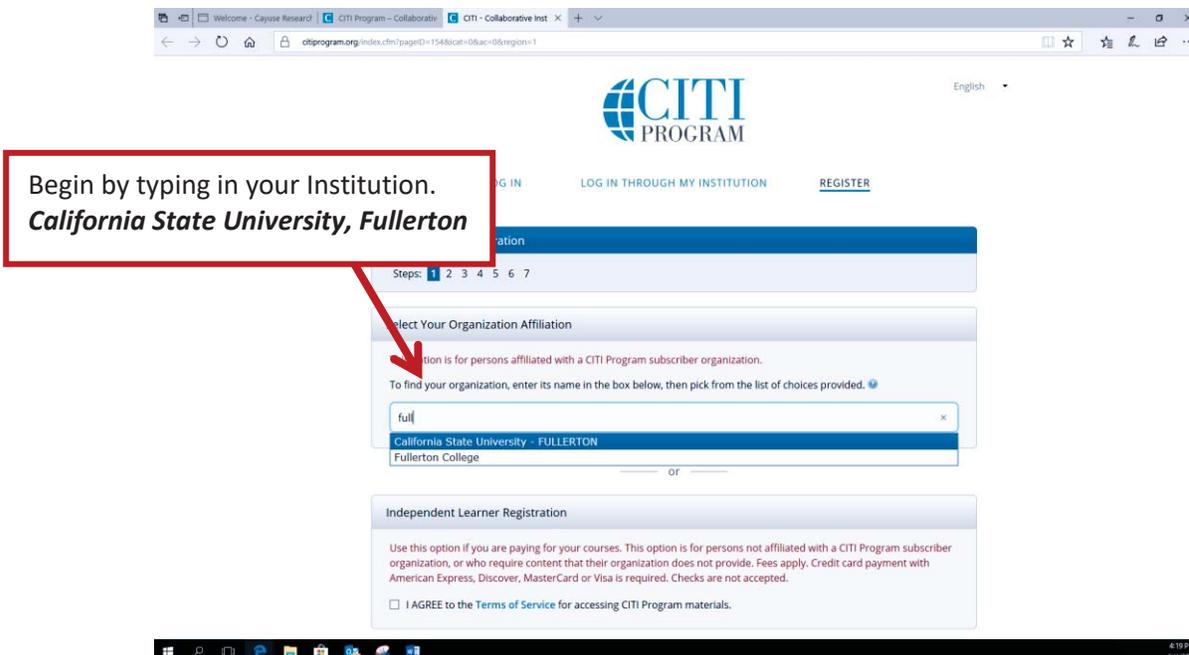
# CITI Program – How to set up an account and sign up for courses

- **Social & Behavioral Research Investigators** – REQUIRED
- **Responsible Conduct of Research - Basic** – REQUIRED for projects funded by National Institutes of Health (NIH) and National Science Foundation (NSF).

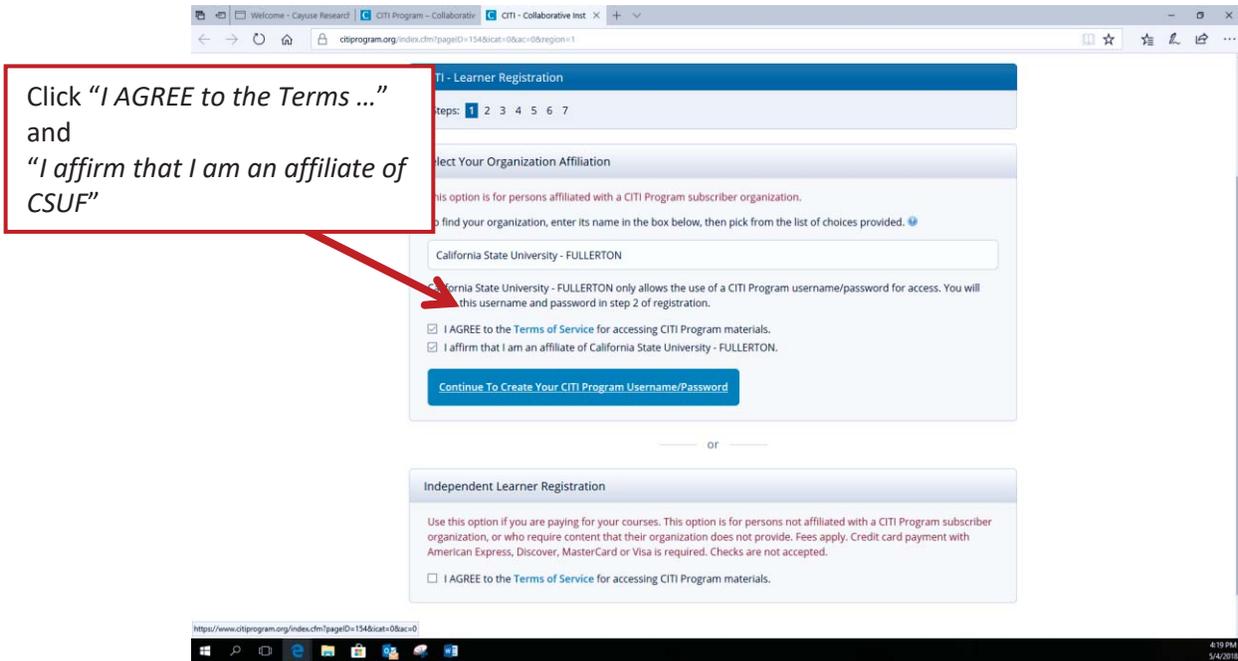
## STEP 1: Log into <https://about.citiprogram.org>



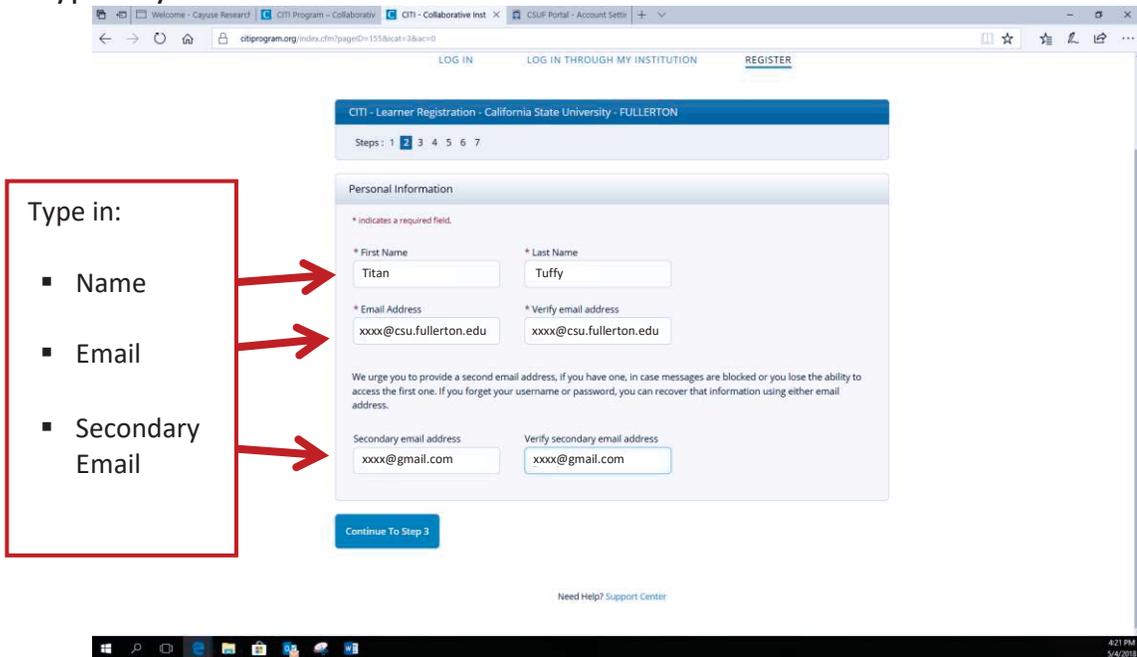
## STEP 2: Setting up a new user account with CITI



**STEP 3:** Check off the boxes agreeing to the terms and **CONTINUE TO CREATE YOUR CITI account.**



**STEP 4:** Type in your Personal Information.



## STEP 5: Create Username and Password.

**CREATE:**

- Username
- Password
- Security Question

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  
tuffyTITAN

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  
\*\*\*\*\*

Continue To Step 4

## STEP 6: Search for Country of Residence.

Type in **United States**

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - California State University - FULLERTON

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.

United States

Continue To Step 5

Need Help? Support Center

## STEP 7: Are you interested in the option of receiving Continuing Education Units?

CITI - Learner Registration - California State University - FULLERTON

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

## STEP 8: Continue to complete the remaining questions in this section.

**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

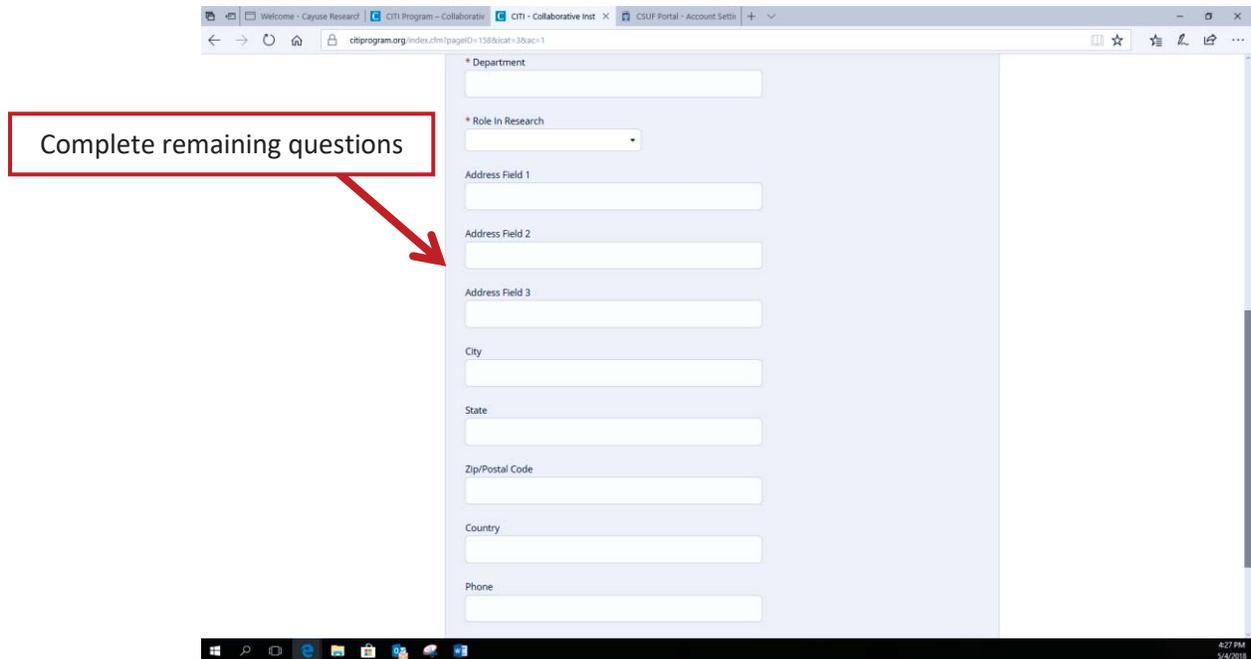
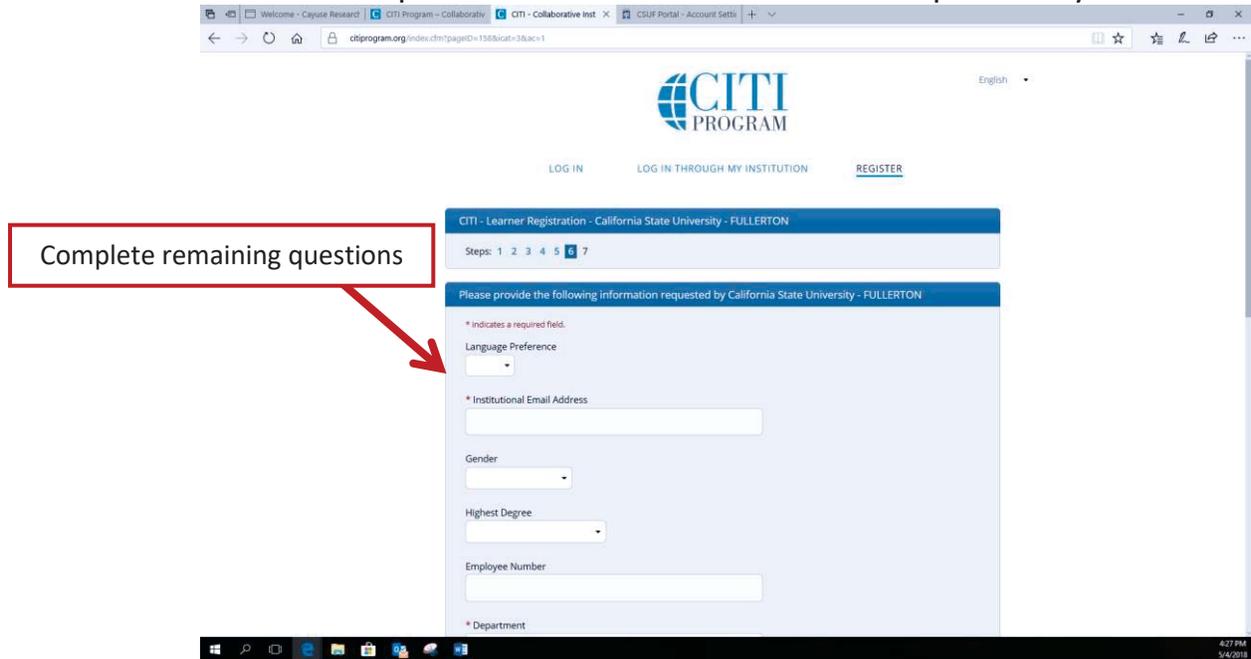
\* Can CITI Program contact you at a later date with marketing information? 🌐

Yes

No

Continue To Step 6

**STEP 8:** Continue to complete the additional information requested by CSUF.



Complete remaining questions

A screenshot of a web browser displaying the CITI Program registration form. The browser tabs include 'Welcome - Cayuse Research', 'CITI Program - Collaborativ...', 'CITI - Collaborative Inst...', and 'CSUF Portal - Account Setti...'. The address bar shows 'citi-program.org/index.cfm?pageID=158&cat=3&acc=1'. The form fields include: Department (text input), Role in Research (dropdown menu), Address Field 1, Address Field 2, Address Field 3, City, State, Zip/Postal Code, Country, and Phone. A blue button labeled 'Continue To Step 7' is at the bottom. A red arrow points from the 'Complete remaining questions' box to the form. A blue arrow points from the 'Role in Research' dropdown to the expanded list below.

Select your Role in Research

- \* Role In Research
- Clinical Researcher
  - Co-Investigator
  - Compliance Officer
  - Data manager
  - IACUC Administrator
  - IACUC Chair
  - IACUC Member
  - Institutional Official
  - Interviewer
  - IRB administrator
  - IRB Chair
  - IRB Member
  - Lab. Research Staff
  - Pharmacist
  - Principal Investigator
  - Recruiter
  - Research Administrator
  - Research Assistant
  - Research Fellow - Post Graduate
  - Research Integrity Officer
  - Site Coordinator
  - Social Worker
  - Statistician
  - Student Researcher - Graduate level
  - Student Researcher - Undergraduate