

# How to Set Up an Account

## CITI Program

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**Email:** [irb@fullerton.edu](mailto:irb@fullerton.edu)  
**ASC-232**



Link: [CITI Program Log-In](#)

# Note:

- All investigators, co-investigators, coordinators, and key personnel conducting research on human participants require the completion of the **Social & Behavioral for Research Investigators** training course.
- In response to the National Science Foundation's (NSF) and the National Institutes of Health (NIH) requirements, CSU Fullerton requires all postdocs, graduate, undergraduate students, trainees, and fellows who receive funding (salary and/or stipend) from either one of these funding agencies to complete the **Responsible Conduct of Research (RCR) Training**. For projects funded by the United States Department of Agriculture (USDA) all research personnel including PIs, co-PIs and Key Personnel are required to complete the RCR training.



Register

Log In

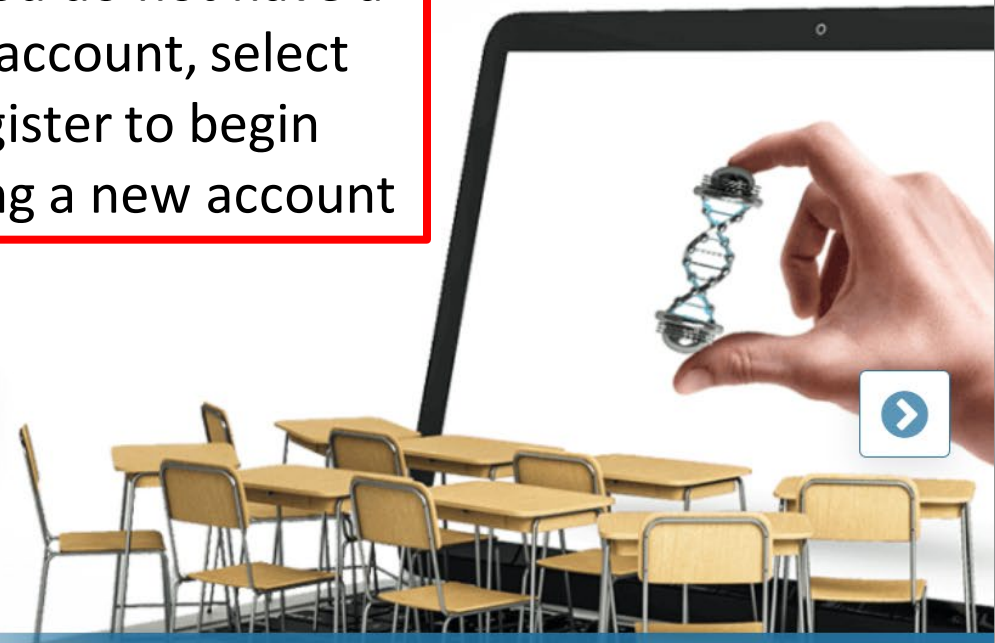
What CITI Program is Reading – February 28, 2024

1. Access the [CITI Program](#) website

2. If you do not have a CITI account, select Register to begin creating a new account

# The Trusted Standard in Research, Ethics, Compliance, and Safety Training

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.



1. Click on “**Select your Organization Affiliation**”



English ▾

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

**i** Due to planned maintenance, the CITI Program website will be unavailable on Friday, March 1st from 8 p.m. to 11:30 p.m. U.S. Eastern Time (5 p.m. to 8:30 p.m. U.S. Pacific). We apologize for the inconvenience.

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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

## CITI - Learner Registration

Steps: **1** 2 3 4

### 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.

California State University - FULLERTON

California State University - FULLERTON only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of California State University - FULLERTON.

Create a CITI Program account

1. Find our institution:  
**California State  
University - Fullerton**

2. Check off  
the bottom  
boxes and  
then create  
account

1. Fill in the appropriate boxes with your name and email

Personal Information

\* indicates a required field.

|  |  |
|--|--|
| * First Name   | * Last Name  |
| <input type="text" value="Tuffy"/>                     | <input type="text" value="Titan"/>                     |
| * Email Address  | * Verify email address                                 |
| <input type="text" value="tuffy.titan@fullerton.edu"/> | <input type="text" value="tuffy.titan@fullerton.edu"/> |

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                     |
| <input type="text" value="tuffy.titan@gmail.com"/> | <input type="text" value="tuffy.titan@gmail.com"/> |

2. Continue to step 3

Continue To Step 3

## 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

### 1. Create:

- Username
- Password
- Security Question

2. When done,  
continue to Step 4

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.

United States

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

Yes

No

Finalize Registration

1. Search for  
country:  
**United States**

2. Select either YES  
or NO and then  
Finalize Registration



## Your CE Credit Status

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 most CITI courses – please see “Course List” link under the "CE Credits" tab on login page for details.

**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.
- 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.

1. Select NO  
and then  
submit the  
response

# Affiliate with an Institution

California State University - FULLERTON

[Home](#) > [Profiles](#) > Affiliate with an Institution

 Please provide the following information requested by California State University - FULLERTON.

Fields marked with an asterisk (\*) are required.

Language Preference

Institutional email address \*

*We recommend providing an email address issued by California State University - FULLERTON or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help California State University - FULLERTON officials identify your learning records in reports.*

1. Complete the following section as requested by CSUF. It will require:
  - Institutional email (CSUF email)
  - College/Department



My Courses

My Records

My CE/CMEs

Support



English ▾

Tuffy Titan  
ID 00000000 ▾

Your account is now created and you are now able to begin selecting your courses!

## Select Curriculum

California State University - FULLERTON

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 each question thoughtfully to ensure that you make the best choice.

[View instructions page.](#)

### Question 1

#### Responsible Conduct of Research (RCR)

Do you need to take the Responsible Conduct of Research course, which is required

If you have any issues or questions, please contact

IRB Office: [irb@fullerton.edu](mailto:irb@fullerton.edu)  
or **(657) 278-7719**