# To register and go through the CITI system, go to:

http://www.citiprogram.org/citidocuments/welcome/welcome.html

The following screen-prints are better than any written instructions.

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## Collaborative Institutional Training Initiative

### Welcome to The CITI Program

This page should help you to become acquainted with The CITI Program website as an institutional administrator.

#### **Administrative Access**

How To Set Up Administrator Rights for the CITI Program:

If you have **never registered before** (you do not have a CITI Program username) please go to <u>https://www.citiprogram.org</u> and register an account in the system by clicking on "New Users Register Here" from the homepage. After selecting your institution from the participating institutions drop down list, follow the prompts to create your account. Once registered please reply to the welcome letter email with your username and we will add administrative rights to your account.

If you already have a CITI Program username, please log into your account and click on the link "affiliate with another institution" from your main menu. Select your institution from the participating institutions drop down list. Once your account has been affiliated with your new institution please reply to the welcome letter email with your username and we will add administrative rights to your account.

#### **Getting Started**

The CITI Program Support Center is a valuable tool for administrators and a place your learners can access for support. At <u>citiprogram.desk.com</u> you will find FAQs, Live Chat Support, and the ability to submit a new help desk ticket. While there, don't forget to RSVP for the next FREE Administrator Webinar.

New Learner Instructions are available at http://www.citiprogram.org/citidocuments/welcome/newlearnerinstructions.pdf. Please share this link with your learners.

A Short Description of available modules in the CITI Program Human Subjects and GCP courses is available at <u>http://citiprogram.desk.com/customer/portal/articles/156045-short-description-of-citi-human-subjects-and-gcp-modules</u>

The CITI Program newsletter can be accessed at http://www.citiprogram.org/citidocuments/communications/CITI Fall2011Newsletter.pdf

There are various ways to contact support if you have any questions or concerns. Please visit https://www.citiprogram.org/contactus.asp.

It is our pleasure to work with you and assist you on the future needs of your institution.

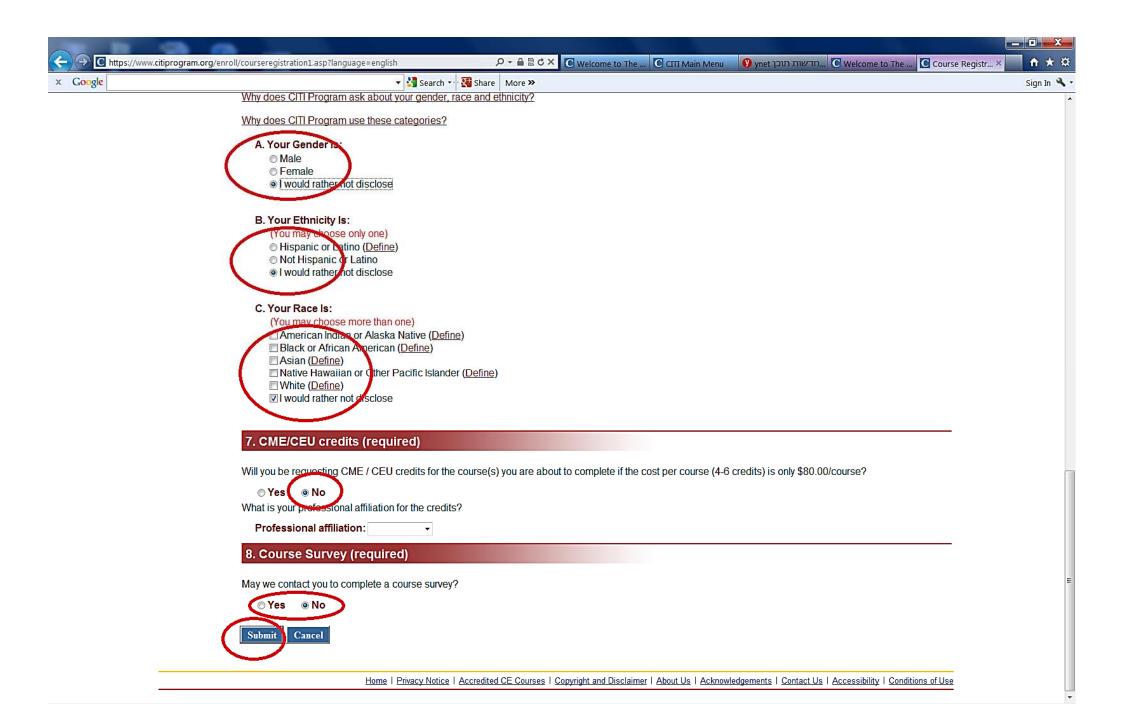
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	ome Human Subjects Research Become a Member HIPS Course RCR Course International Course Site Animal Care and Use Biosafety FAQ Language	
	Welcome CITI Login and Registration Page	
	The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.	
	The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.	
	New Users Register Here     Already Registered? Login Below	
	Username Use	
	Eorgot login information Contact the CITI Helpdesk	
	Are You Thinking About Being in a Research Study? Click here	
	CITI Program Content Catalogs (PDF):	
	<ul> <li>Using CITI Program Content: An Introduction</li> <li>Animal Care and Use</li> <li>Biosafety and Biosecurity</li> <li>Export Control</li> <li>Good Clinical Practice</li> <li>Human Subjects Research</li> <li>Information Privacy and Security</li> <li>Responsible Conduct of Research</li> </ul>	
	Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF-8.	

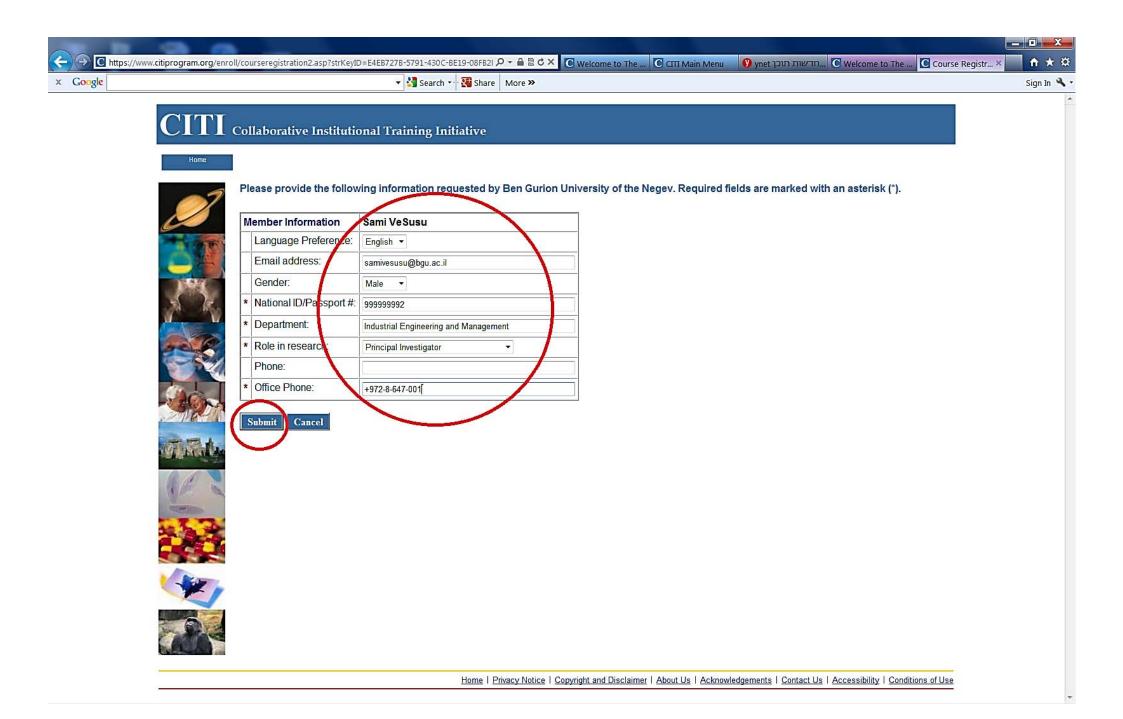
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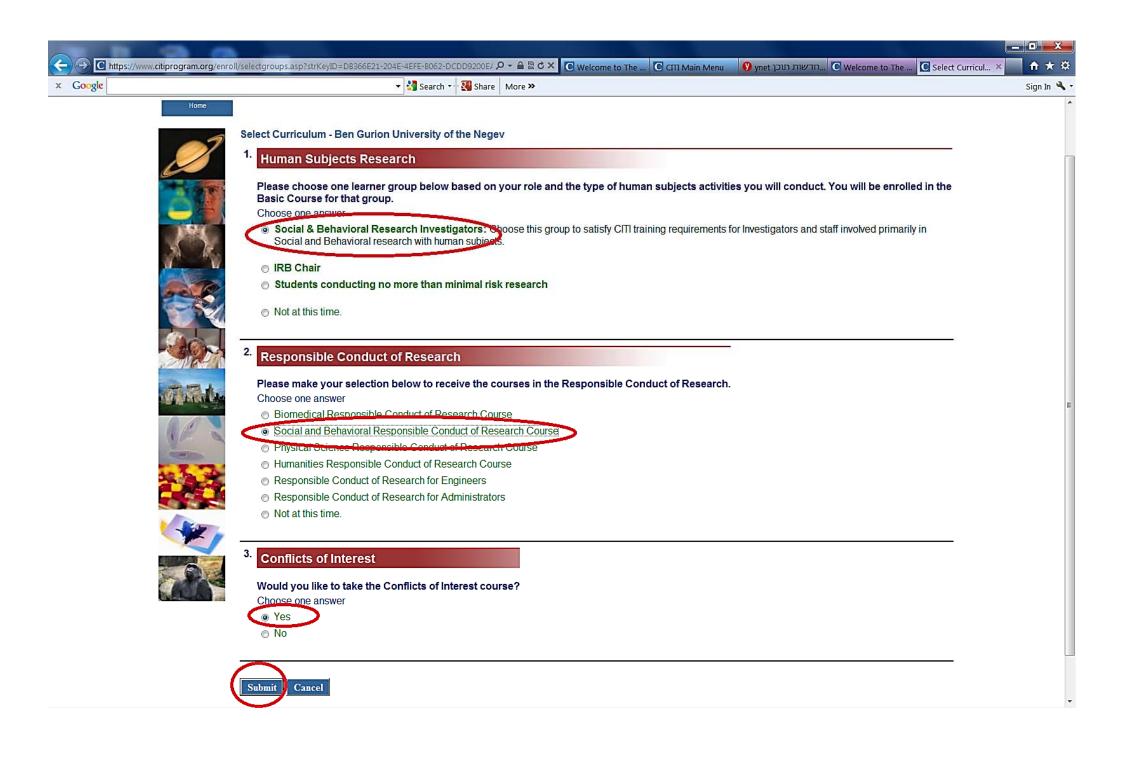
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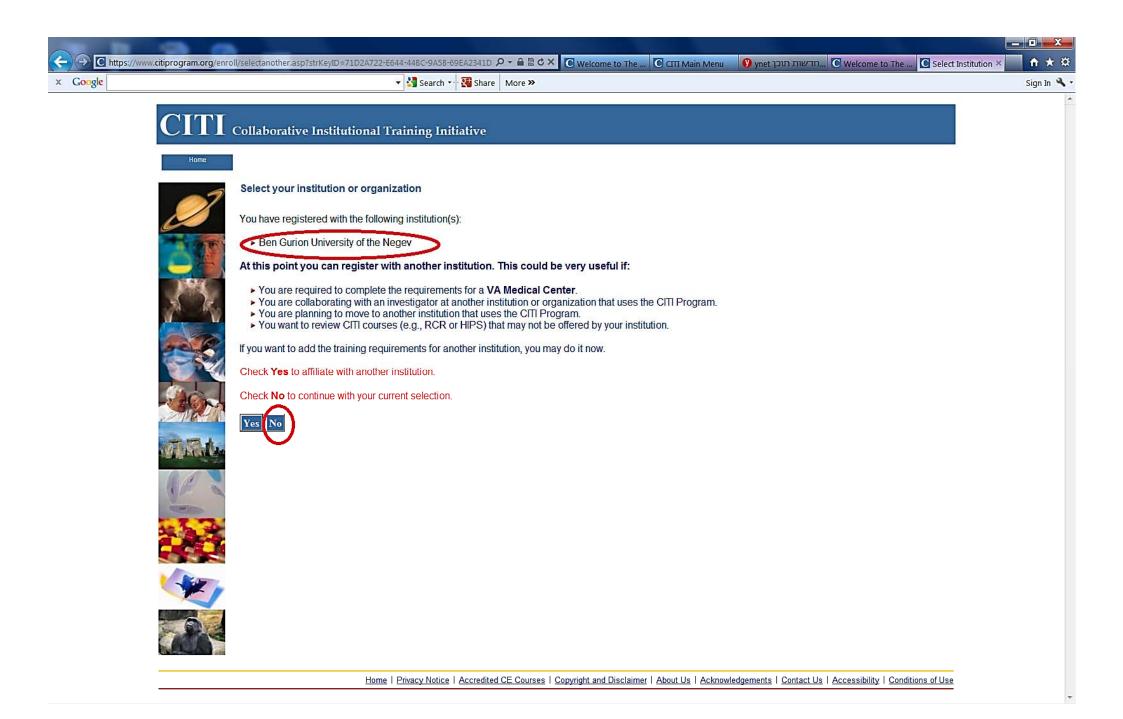
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	Interplacing institutions. <b>2. Create your Username and Password</b> Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.         Username:       anivesusu         Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is not case sensitive; "A12B34cD" is the same as "a12b34cd".         Password:       Verify Password:         Verify Password:       Security Question and Answer         Please choose a security question and provide an answer that you will remember. If you forget your login information, you will have to provide this answer	
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