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.

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

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CITI 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 https://www.citiprogram.org 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 citiprogram.desk.com 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 http://citiprogram.desk.com/customer/portal/articles/156045-short-description-of-citi-human-subjects-and-gcp-modules

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.

CITI Collaborative Institutional Training Initiative

Home | 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 [   ]   ... Once you are registered
                                     you can login directly ...
Password [   ]

[Submit]

Forgot login information

Contact the CITI Helpdesk

Are You Thinking About Being in a Research Study? **Click here**

CITI Program Content Catalogs (PDF):

- ▸ Using CITI Program Content: An Introduction
- ▸ Animal Care and Use
- ▸ Biosafety and Biosecurity
- ▸ Export Control
- ▸ Good Clinical Practice
- ▸ Human Subjects Research
- ▸ Information Privacy and Security
- ▸ Responsible Conduct of Research

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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CITI Collaborative Institutional Training Initiative

Home

Complete Registration Steps 1-7 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions: Ben Gurion University of the Negev

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Canadian Institutions:

India Participating Institutions:

Korea Participating Institutions:

2. Create your Username and Password

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: samivesusu

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: ••••••••

3. 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 to the security question in order to access your account.**

Security Question: What color was your first car?

3. 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 to the security question in order to access your account.**

Security Question: What color was your first car?

Security Answer: Brown

4. Enter your name

First Name Sami
(100 characters maximum)

Last Name VeSusu
(100 characters maximum)

5. Enter your email address

Enter your preferred email address.

Preferred Email: samivesusu@bgu.ac.il
(100 characters maximum)

Verify Preferred Email: samivesusu@bgu.ac.il
(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary Email:
(100 characters maximum)

Verify Secondary Email:
(100 characters maximum)

6. Gender, Ethnicity and Race (required)

Why does CITI Program ask about your gender, race and ethnicity?

Why does CITI Program use these categories?

A. Your Gender Is:
- ⊙ Male
- ○ Female
- ○ I would rather not disclose

B. Your Ethnicity Is:

Why does CITI Program ask about your gender, race and ethnicity?

Why does CITI Program use these categories?

A. Your Gender is:
- ○ Male
- ○ Female
- ● I would rather not disclose

B. Your Ethnicity Is:
(You may choose only one)
- ○ Hispanic or Latino (Define)
- ○ Not Hispanic or Latino
- ● I would rather not disclose

C. Your Race Is:
(You may choose more than one)
- ☐ American Indian or Alaska Native (Define)
- ☐ Black or African American (Define)
- ☐ Asian (Define)
- ☐ Native Hawaiian or Other Pacific Islander (Define)
- ☐ White (Define)
- ☑ I would rather not disclose

7. CME/CEU credits (required)

Will you be requesting CME / CEU credits for the course(s) you are about to complete if the cost per course (4-6 credits) is only $80.00/course?

○ Yes ● No

What is your professional affiliation for the credits?

Professional affiliation: [▼]

8. Course Survey (required)

May we contact you to complete a course survey?

○ Yes ● No

[Submit] [Cancel]

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CITI Collaborative Institutional Training Initiative

Home

Please provide the following information requested by Ben Gurion University of the Negev. Required fields are marked with an asterisk (*).

Member Information	Sami VeSusu
Language Preference:	English ▼
Email address:	samivesusu@bgu.ac.il
Gender:	Male ▼
* National ID/Passport #:	999999992
* Department:	Industrial Engineering and Management
* Role in research:	Principal Investigator ▼
Phone:	
* Office Phone:	+972-8-647-001

Submit   Cancel

Home

https://www.citiprogram.org/enroll/selectgroups.asp?strKeyID=DB366E21-204E-4EFE-B062-DCDD9200EA

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Sign In

Select Curriculum - Ben Gurion University of the Negev

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

○ **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 Chair**

○ **Students conducting no more than minimal risk research**

○ Not at this time.

2. Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.
Choose one answer

○ Biomedical Responsible Conduct of Research Course

○ Social and Behavioral Responsible Conduct of Research Course

○ Physical Science Responsible Conduct of Research Course

○ Humanities Responsible Conduct of Research Course

○ Responsible Conduct of Research for Engineers

○ Responsible Conduct of Research for Administrators

○ Not at this time.

3. Conflicts of Interest

Would you like to take the Conflicts of Interest course?
Choose one answer

○ Yes

○ No

Submit   Cancel

CITI Collaborative Institutional Training Initiative

Home

Select your institution or organization

You have registered with the following institution(s):

► Ben Gurion University of the Negev

At this point you can register with another institution. This could be very useful if:

- ► You are required to complete the requirements for a **VA Medical Center**.
- ► You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ► You are planning to move to another institution that uses the CITI Program.
- ► You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

Yes | No

Sami VeSusu (Member ID: 3429807)

CITI Collaborative Institutional Training Initiative

Resources   Main Menu | Select Language | Logoff

Main Menu

- This is the email address we have for you: samivesusu@bgu.ac.il. If this is not correct, click here to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

Affiliate with another institution 🛈 | Change login information | Change CITI Account Information

Ben Gurion University of the Negev   🛈 View Ben Gurion University of the Negev instructions page

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CE Credit Status	Voluntary Satisfaction Survey
Conflicts of Interest, Stage 1	Not Started - Enter	Not Earned	N/A	Not Available
Social & Behavioral Research - Basic/Refresher, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available
Social and Behavioral Responsible Conduct of Research, RCR	Not Started - Enter	Not Earned	N/A	Not Available

🛈 **Add a course or update your learner groups** for *Ben Gurion University of the Negev*

LEARNER TOOLS FOR Ben Gurion University of the Negev

🛈 Optional Modules (completion is completely voluntary and will not count toward a completed course)

🛈 Update my profile for *Ben Gurion University of the Negev*

🛈 See a list of all modules that you have completed (goes back to approximately May 2005)

🛈 Click here to see your previously completed coursework for Ben Gurion University of the Negev

🛈 Remove my affiliation from *Ben Gurion University of the Negev*

To take a course - click on Enter.
Each course consists of several modules.
Read each module and take the summary quiz.

You do not have to do everything at once.

Once you are registered you can logoff and login according to your schedule

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Sami VeSusu

CITI Collaborative Institutional Training Initiative

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Main Menu

- This is the email address we have for you: barkanr@som.bgu.ac.il. If this is not correct, click here to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

Affiliate with another institution 🛈 | Change login information | Change CITI Account Information

Ben Gurion University of the Negev   🛈 View Ben Gurion University of the Negev instructions page

You have enrolled for the following courses:

🛈 My Courses	Status	Completion Reports	CE Credit Status	🛈 Voluntary Satisfaction Survey
Conflicts of Interest, Stage 1	Passed - 03/17/13	Print	N/A	Completed
Social & Behavioral Research - Basic/Refresher, Basic Course	Passed - 03/17/13	Print	N/A	Completed
Social and Behavioral Responsible Conduct of Research, RCR	Passed - 03/17/13	Print	N/A	Completed

🛈 **Add a course or update your learner groups** for *Ben Gurion University of the Negev*

LEARNER TOOLS FOR Ben Gurion University of the Negev

🛈 Optional Modules (completion is completely voluntary and will not count toward a completed course)

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🛈 Remove my affiliation from *Ben Gurion University of the Negev*

Print the reports and save them.

You may need to attach them when you submit a grant proposal

You will need to upload them when you submit an application for ethical approval

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