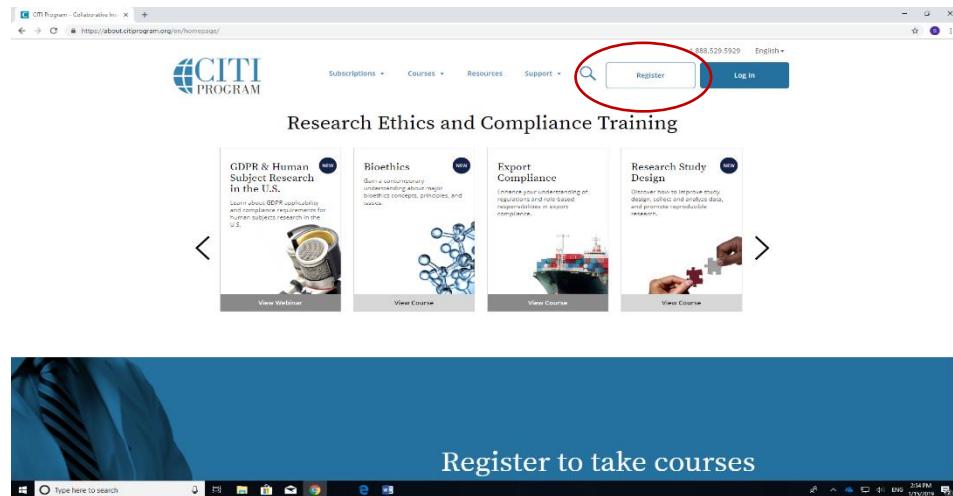


Step by Step Guide to Create a CITI Account

Objective: How to create a CITI account and complete the IRB required training.

1. Click on the following link which will take you to CITI website (OR copy and paste it in a new browser) <https://about.citiprogram.org/en/homepage/>
2. Click on 'Register' tab see screen shot below.



3. Complete 'Step 1 to 7'

Step 1

- a. In the 'Select your Organization Affiliation' field write 'Bethune-Cookman University'. Wait for a few seconds so the web page auto populate the university's name. You will notice that two check boxes also appear.
- b. **Check the box:** I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- c. **Check the box:** I affirm that I am an affiliate of Bethune-Cookman University
- d. Click on '[Continue to Create Your CITI Program Username/Password](#)'

Step 2

- a. **Complete personal Information** and click on '[Continue To Step 3](#)'. Make sure you provide your Bethune-Cookman email address

Step 3

- a. Create your '**Username and Password**', answer the '**Security Question**' and Click on '[Continue To Step 4](#)'

Step 4

- a. Select '**Country of Residence**' and click the '[Continue To Step 4](#)' button

Step 5

- a. In step 5, a series of questions will be asked regarding ‘Continuing Education and Marketing material. Questions marked with asterisk are required (* indicates required field.)
- b. Answer these questions as you desire and click on the ‘**Continue To Step 6**’ button

Step 6

- a. In step 6, select your ‘**Language of Preference**’
- b. Enter ‘**Institutional Email Address**’ this is your Bethune Cookman University email address
- c. Although ‘**Gender**’ and ‘**Highest Degree**’ are optional fields, if you want you can enter data.
- d. Leave the ‘**Employee Number**’ Blank
- e. Enter name of your ‘**Department**’. This is a required field
- f. Enter ‘**Role in Research**’ select ‘**Student Researcher**’ or any other option that best describe your role.
- g. ‘**Address Field 1**’, ‘**Address Field 2**’, ‘**City**’, ‘**State**’ are optional. If you want you can enter ‘Bethune Cookman University’ street address.
- h. Click on ‘**Continue To Step 7**’ button.

Step 7.

- a. In this step, skip all fields, except those required which are marked with “*”
- b. Skip all questions i.e. Question 1, Question 2.... see below screen shot
- c. Click to submit to complete your registration and Log Out from your account.
- d. To select the correct course required by IRB, follow instruction on the next page**

CITI - Learner Registration - Bethune-Cookman 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.

Question 1

Human Subjects Research

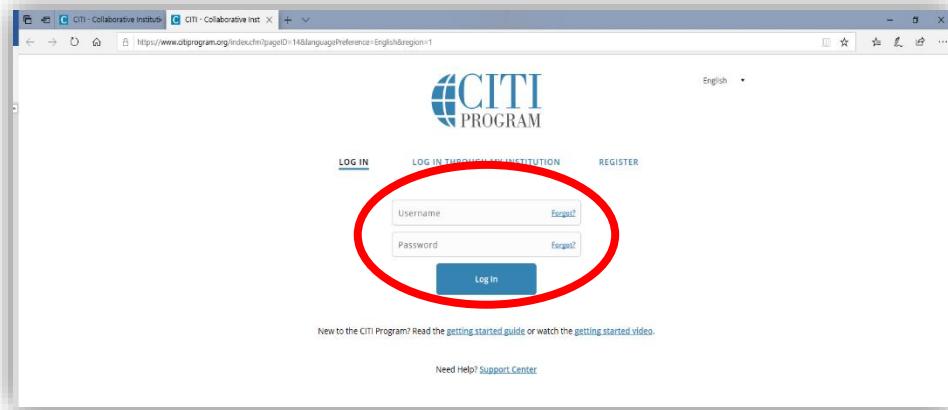
Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

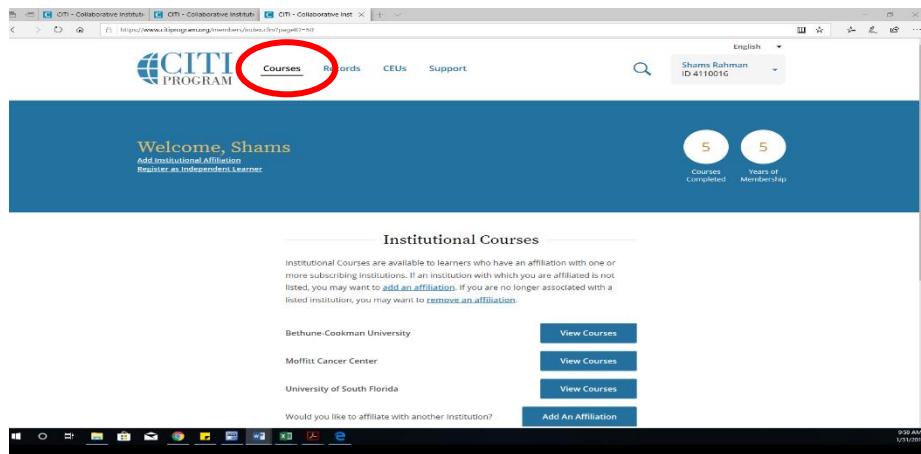
Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

How to select the right course required by IRB?

1. Click on the following link (OR copy and paste it in a new browser)
<https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English®ion=n=1>
2. Enter you 'Username' and 'Password' and Click 'Log in'



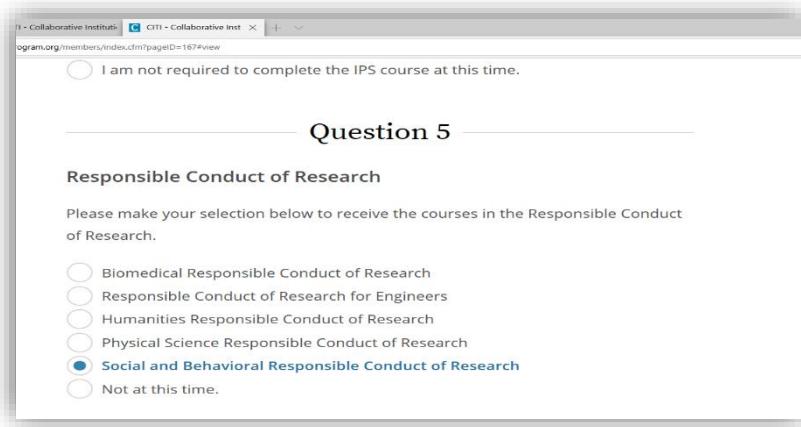
3. After you are logged in, you will following screen. Select 'Courses' in the upper left corner of the window. See screen shot below.



4. Scroll down and locate 'Learner Tools for Bethune Cookman University' and click on 'Add a Course'. See below screen shot.



5. Scroll down to ‘**Question 5: Responsible Conduct of Research**’ see below screen shot. Select an option relevant to your ‘**Research Topic**’ and click the ‘**Submit**’ button in the bottom of the page



I am not required to complete the IPS course at this time.

Question 5

Responsible Conduct of Research

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

Biomedical Responsible Conduct of Research

Responsible Conduct of Research for Engineers

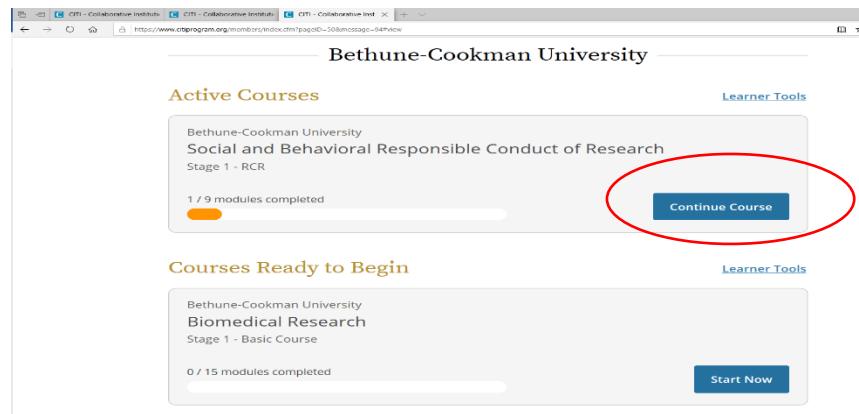
Humanities Responsible Conduct of Research

Physical Science Responsible Conduct of Research

Social and Behavioral Responsible Conduct of Research

Not at this time.

6. You will be directed to ‘**Active Courses**’ page. See below screen shot. Click on the ‘**Continue Course**’ button.



Bethune-Cookman University

Active Courses

Bethune-Cookman University
Social and Behavioral Responsible Conduct of Research
Stage 1 - RCR

1 / 9 modules completed

Continue Course

Courses Ready to Begin

Bethune-Cookman University
Biomedical Research
Stage 1 - Basic Course

0 / 15 modules completed

Start Now

Complete the course. Print your certificate, and submit it along with your research proposal to IRB.