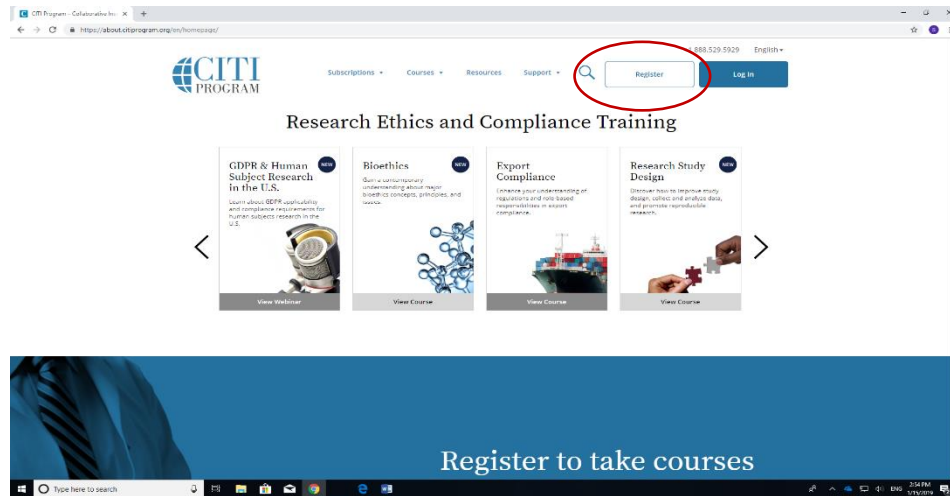


# Step by Step Guide to Create a CITI Account

**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

- 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.)
- Answer these questions as you desire and click on the '**Continue To Step 6**' button

### Step 6

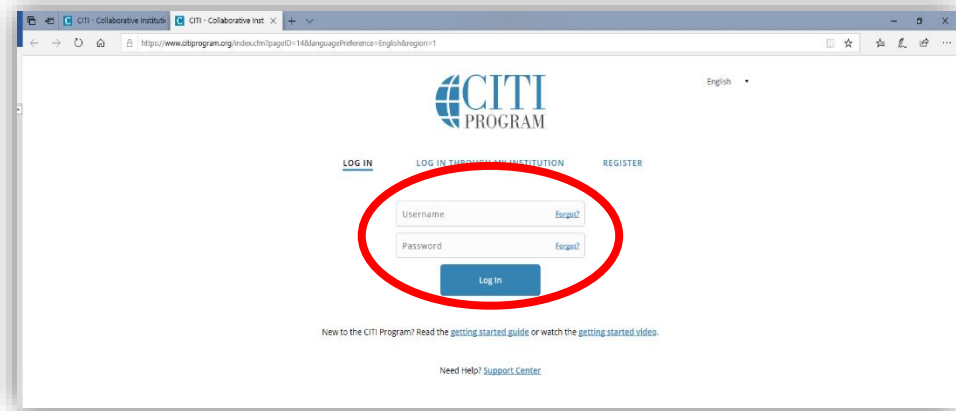
- In step 6, select your '**Language of Preference**'
- Enter '**Institutional Email Address**' this is your Bethune Cookman University email address
- Although '**Gender**' and '**Highest Degree**' are optional fields, if you want you can enter data.
- Leave the '**Employee Number**' Blank
- Enter name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

### Step 7.

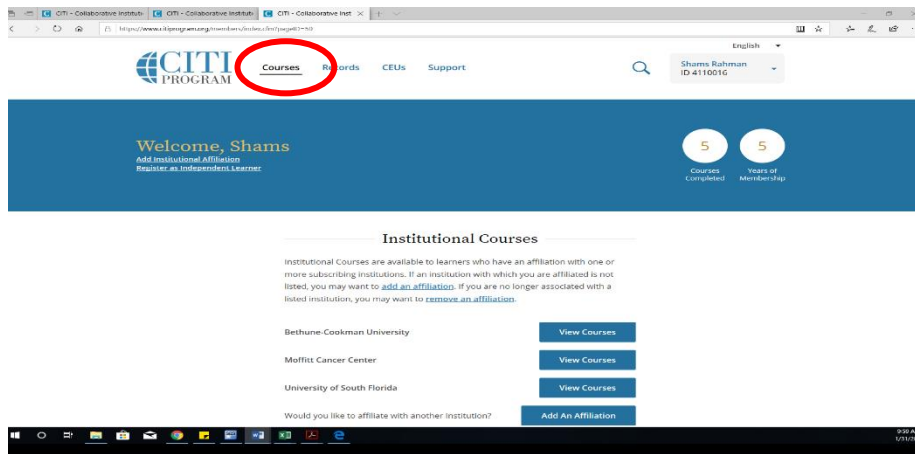
- In this step, skip all fields, except those required which are marked with "\*"
- Skip all questions i.e. Question 1, Question 2.... see below screen shot
- Click to submit to complete your registration and Log Out from your account.
- To select the correct course required by IRB, follow instruction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

## 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&region=1>
2. Enter your '**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

A screenshot of a web browser window showing a form titled "Question 5" under the heading "Responsible Conduct of Research". At the top, there is a radio button option: "I am not required to complete the IPS course at this time." Below this, the form asks the user to "Please make your selection below to receive the courses in the Responsible Conduct of Research." There are six radio button options listed: "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" (which is selected with a blue dot), and "Not at this time." The browser's address bar shows a URL from "citra.org".

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

A screenshot of the "Active Courses" page for Bethune-Cookman University. The page has a header with the university's name and a "Learner Tools" link. Under the "Active Courses" section, there is a card for "Social and Behavioral Responsible Conduct of Research" (Stage 1 - RCR) showing "1 / 9 modules completed" and a progress bar. A red circle highlights the "Continue Course" button on this card. Below this, there is another card for "Biomedical Research" (Stage 1 - Basic Course) showing "0 / 15 modules completed" and a "Start Now" button. A "Learner Tools" link is also present next to the second card. The browser's address bar shows a URL from "citra.org".

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