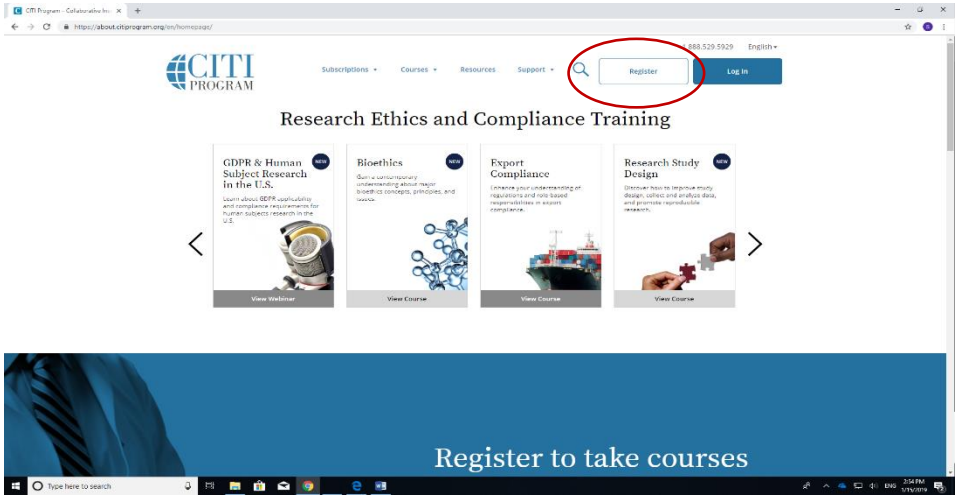
Step by Step Guide to Create a CITI Account

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

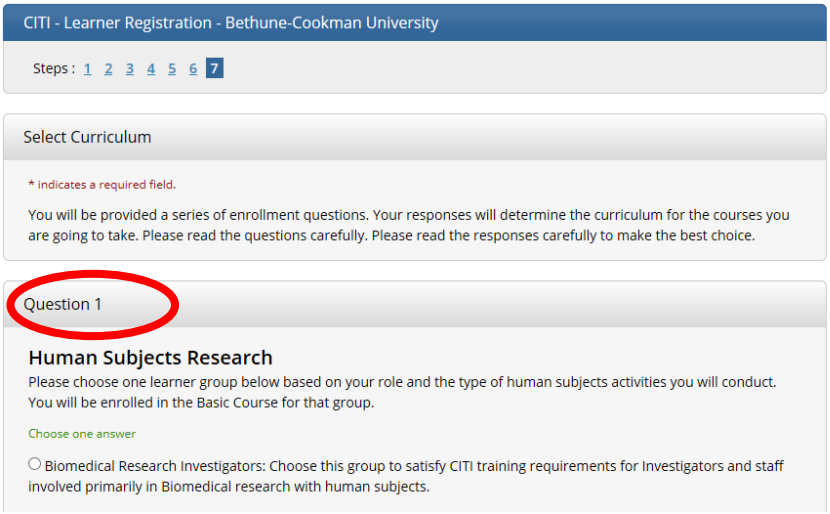
a. In step 5, a series of questions will be asked regarding 'Continuing Education and Marketing material. Questions marked with asterisk are required (* indicates required field.)
b. Answer these questions as you desire and click on the **'Continue To Step 6'** button

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.

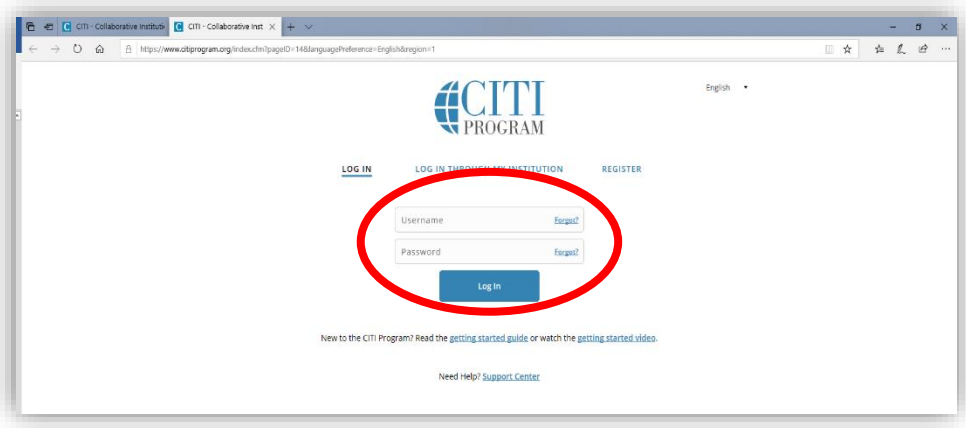
Step 7.

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 accout.
d. **To select the correct course required by IRB, follow instruction on the next page**

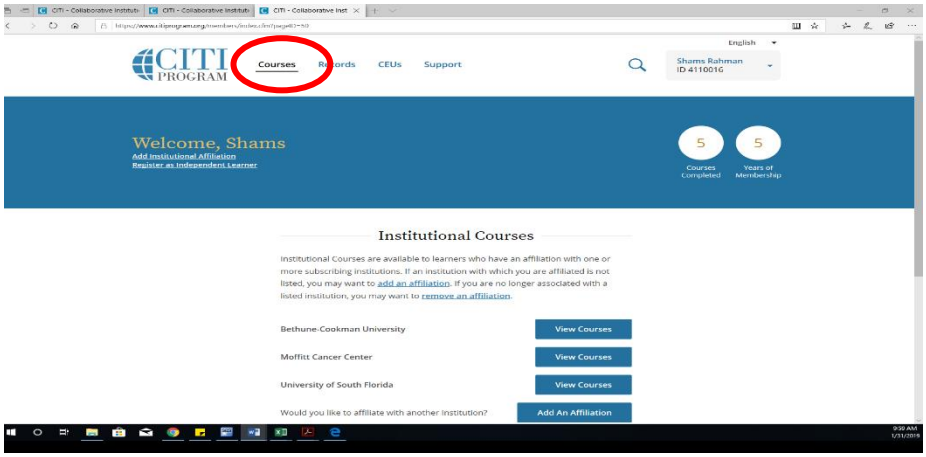


How to select the right course required by IRB?

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 you **'Username'** and **'Password'** and Click **'Log in'**

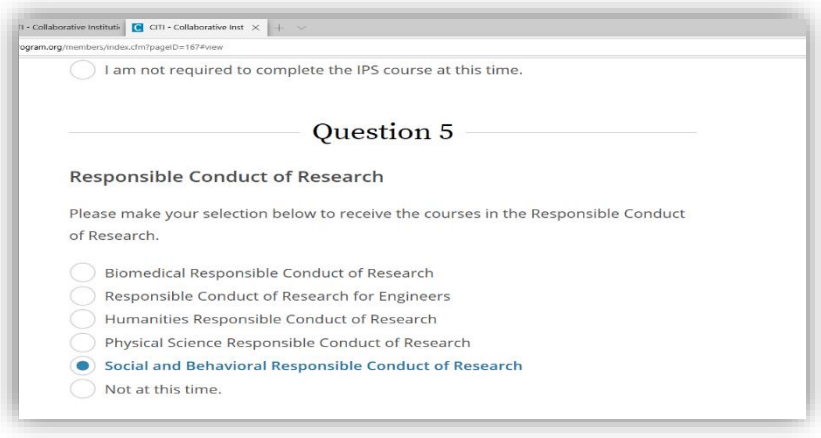


3. After you are logged in, you will following screen. Select **'Courses'** in the upper left corner of the window. See screen shot below.

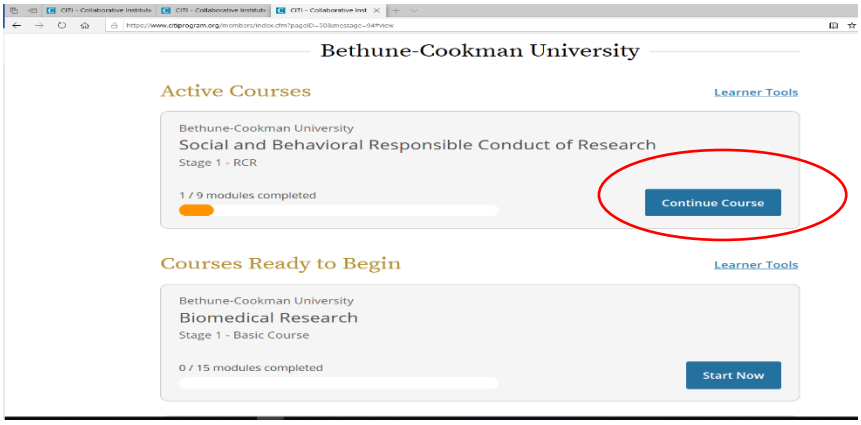


4. Scroll down and locate **'Learner Tools for Bethune Cookman University'** and click on **'Add a Course'.** See below screen shot.

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



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



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