CITI Registration Tutorial

Academic Integrity Training GR. Policy #62

On-Line CITI Modules

CITI Module:
Responsible Conduct in Research (RCR) Training

CITI Module 1
Must complete at least 1 of these Modules:
(**a**) Human subjects,
(**b**) Animal welfare,
(**c**) Good Lab Practice,
(**d**) Biosafety/security,
(**e**) Information Security

CITI Module 2:
Conflicts of Interest, Collaborative research, Publication, and Peer Review.

Completed by the end of a student's first major (Fall/Spring) term of enrollment

Completed before a student is cleared for graduation

Problems with registration contact the *Office of Research Compliance* : (256-372-5729); *research.compliance@aamu.edu*

- If you have already created an account with a CITI Program and you know your *username* and *password*, click on the LOG IN tab and enter your credentials. https://www.citiprogram.org/index.cfm?pageID=14

- If you have NOT created an account with CITI Program, click on the CITI Link https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0&region=1&message=0 and follow the steps below to create an account and to select the courses/modules based on the GR. Policy #62 referenced in the chart.

CITI PROGRAM

CITI - Learner Registration
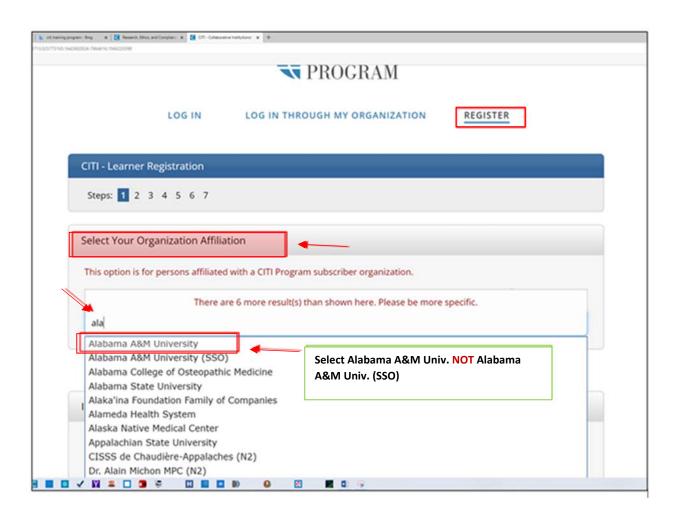
Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

[   ]

— or —

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the **Terms of Service** and **Privacy Policy** for accessing CITI Program materials.

New to the CITI Program? Read the **getting started guide** or watch the **getting started video**.

Need Help? **Support Center**

PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

There are 6 more result(s) than shown here. Please be more specific.

ala

Alabama A&M University
Alabama A&M University (SSO)
Alabama College of Osteopathic Medicine
Alabama State University
Alaka'ina Foundation Family of Companies
Alameda Health System
Alaska Native Medical Center
Appalachian State University
CISSS de Chaudière-Appalaches (N2)
Dr. Alain Michon MPC (N2)

Select Alabama A&M Univ. NOT Alabama A&M Univ. (SSO)

CITI PROGRAM

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Alabama A&M University

Alabama A&M University allows the use of a CITI Program username/password or Single Sign On (SSO) for access.

Single Sign On (SSO) requires a username and password issued by Alabama A&M University.

☑ I AGREE to the **Terms of Service** and **Privacy Policy** for accessing CITI Program materials.

☑ I affirm that I am an affiliate of Alabama A&M University.

Continue To Create Your CITI Program Username/Password   or   **Continue To SSO Login / Instructions**

— or —

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the **Terms of Service** and **Privacy Policy** for accessing CITI Program materials.

English ▾

CITI - Learner Registration - Alabama A&M University

Steps : **1** **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name
John

* Last Name
Doo

* Email Address
jdoo123@bulldogs.aamu.edu

* Verify email address
jdoo123@bulldogs.aamu.edu

> **Enter your information as required**

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address
jdoo@gmail.com

Verify secondary email address
jdoo@gmail.com

Continue To Step 3

CITI PROGRAM

CITI - Learner Registration - Alabama A&M University

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

john.doo

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   * Verify Password

●●●●●●●●   ●●●●●●●

Please choose a security question and provide an answer that you will remember. **NOTE: 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

* Security Answer

Enter your information as required

Continue To Step 4

CITI PROGRAM

CITI - Learner Registration - Alabama A&M University

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ❓

○ Yes
◉ No

Continue To Step 5

New to the CITI Program? Read the **getting started guide** or watch the **getting started video**.

Need Help? **Support Center**

CITI - Learner Registration - Alabama A&M University

Steps: 1 2 3 4 **5** 6 7

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

◉ No

If you picked "YES", please check below the one type of credit you would like to earn

○ MDs, DOs, PAs - AMA PRA Category 1 Credits™
○ Psychologists - APA Credits
○ Nurses - ANCC CNE
○ Other Participants - Certificates of Participation
○ Social Workers - CE Credits
○ Pharmacists - CPE Credits

Continue To Step 6

CITI PROGRAM

CITI - Learner Registration - Alabama A&M University

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Alabama A&M University

* indicates a required field.

Language Preference

English ▾

* Institutional Email Address

We recommend providing an email address issued by Alabama A&M University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Alabama A&M University officials identify your learning records in reports.

jdoo123@aamu.edu

* Verify Institutional Email Address

jdoo123@aamu.edu

Highest Degree

BA, BS or BSN ▾

Employee Number

* Department

Accounting

* Role?

Student Researcher - Graduate level ▾

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Enter your information as required

Continue To Step 7

Steps : 1 2 3 4 5 6 **7**

Select Curriculum

* indicates a required field.

CITI Course Enrollment questions

You will be provided a series of 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.

This Institution provides a course for Human Subjects Protection and Laboratory Animal Welfare.

Human Subjects Protection Course:

- If you have NOT completed a CITI course at this Institution previously, you are required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-fresher course now.
- You may be able to fulfill your refresher obligation with the CITI Good Clinical Practice Course. Please consult your IRB office.

For more detailed information review the instruction's page of your Institution. This page is available as a link at the top of this page

Laboratory Animal Welfare Course

If you are planning to use lab animals in your work:

- Choose the appropriate courses according to your role in research and the species you use.
- Choose all that apply.
- If you have questions regarding your training requirements, you should contact your IACUC Office.

CITI Curriculum Selection

You may enroll in multiple courses. You can take the courses sequentially or together. You should use multiple login sessions. The vaialble courses in the CITI program are:

- The Human Subjects Courses
- The Lab Animal Welfare Courses
- Good Clinical Practice (GCP)
- Health Information Privacy and Security (HIPS)
- Responsible Conduct of Research (RCR)

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

○ College of Agricultural, Life and Natural Sciences
○ College of Business and Public Affairs
● College of Education, Humanities, and Behavioral Sciences
○ IRB Members
○ Not at this time.

Module 2 (a) Module: Human Subject

Select your College

Question 2

Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

Choose all that apply

☐ Institutional/Signatory Officials

☐ IRB Chairs or Vice-Chairs

Question 3

IRB Administration

Please make your selection below if you wish to be enrolled in the IRB Administration course.

Choose one answer

○ IRB Administration

○ Not at this time.

Question 4

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

○ IPS for Administrators

○ IPS for Researchers

○ IPS for Students and Instructors

○ IPS for Fundraisers

○ IPS for Marketers

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

Module 2 (e) Module: Recommended for students in College of Engineering

Question 5

Responsible Conduct of Research

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

Choose one answer

○ College of Agricultural, Life & Natural Sciences

○ College of Business and Public Affairs

○ College of Engineering, Technology & Physical Sciences

○ College of Education, Humanities, and Behavioral Sciences

X ○ Students

○ Research Administration

○ Not at this time.

RCR Module: Mandatory for all graduate students.

You can select "Students" or your College

Would you like to take the Conflicts of Interest course?

Choose one answer

⦿ Yes

◯ No

Module 2 (Conflict of Interest Module):
Mandatory for all graduate students

Question 7

Laboratory Animal Research

Do you conduct studies that use Lab animals?
1. If YES, then you must complete the Basic course and the appropriate species specific modules.

2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

3. Choose the appropriate species specific electives according to your research interests.

Module 1 (b) Animal Subject Module:
Recommended for students in College of Agriculture

Choose all that apply

☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.

☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

☐ IACUC Community Member

☐ Institutional Officials

☐ Post-Approval Monitoring (PAM)

☐ Antibody Production

☐ If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.

☐ If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Choose the appropriate species specific electives depending on your work or interests.

☐ I work with Frogs, Toads or other Amphibians

☐ I work with Mice. Family: Muridae Cricetidae

☐ I work with Rats. Genus: Rattus

☐ I work with Hamsters. Family: Muridae

☐ I work with Gerbils

☐ I work with Guinea Pigs

☐ Working With Ferrets in Research Settings

☐ I work with Rabbits, Family: Leporidae

☐ I work with Cats

☐ I work with Dogs

☐ I work with Swine

☐ I work with Horses

☐ I work with Non-Human Primates (NHP)

☐ I work with Fish

☐ I work with Zebrafish

☐ Wildlife Research

Question 8

Biosafety/Biosecurity
Please make your selection below to receive the courses in Biosafety/Biosecurity.

Choose all that apply

☐ Biosafety Officer Training - Basic/Initial
☐ Initial Biosafety Training
☐ Biosafety Retraining
☐ Institutional Biosafety Committee Member

Module 2 (d) -- Biosafety Module:
Recommended for students in College of Agriculture

Question 9

Disaster Planning for the Research Enterprise (DPRE)
Please select below if you wish to enroll in the DPRE course.

Choose one answer

○ Disaster Planning for the Research Enterprise (DPRE)
○ Not at this time.

Question 10

Export Compliance
Please make your selection below to enroll into the Export Compliance course.

Choose one answer

○ Export Compliance
○ Not at this time.

Question 11

Good Laboratory Practice (GLP)
Please make your selection below if you wish to enroll in the GLP course.

Choose one answer

○ Good Laboratory Practice (GLP)
○ Not at this time.

Module 2 (c) Good Lab Module

* Question 13

COVID-19: Back to Campus (2020-2023), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About

For assistance with registration, please contact the Office of Research Compliance Voice Mail: 256-372-5729;
Email: research.compliance@aamu.edu