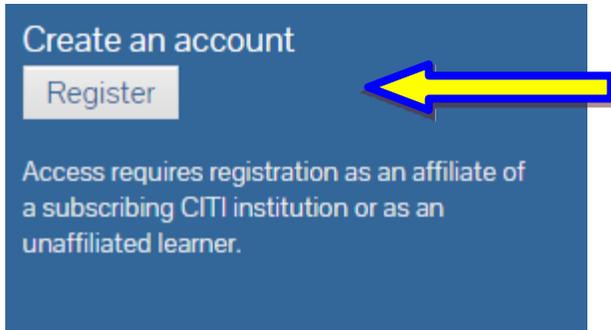
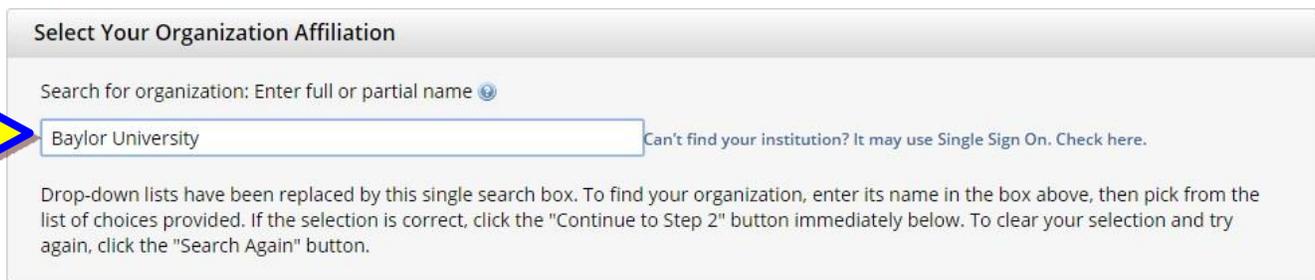


## CITI Training Registration Instructions

**Registration:** Go to [www.citiprogram.org](http://www.citiprogram.org) and select the "Register" Link in the Create an Account box.

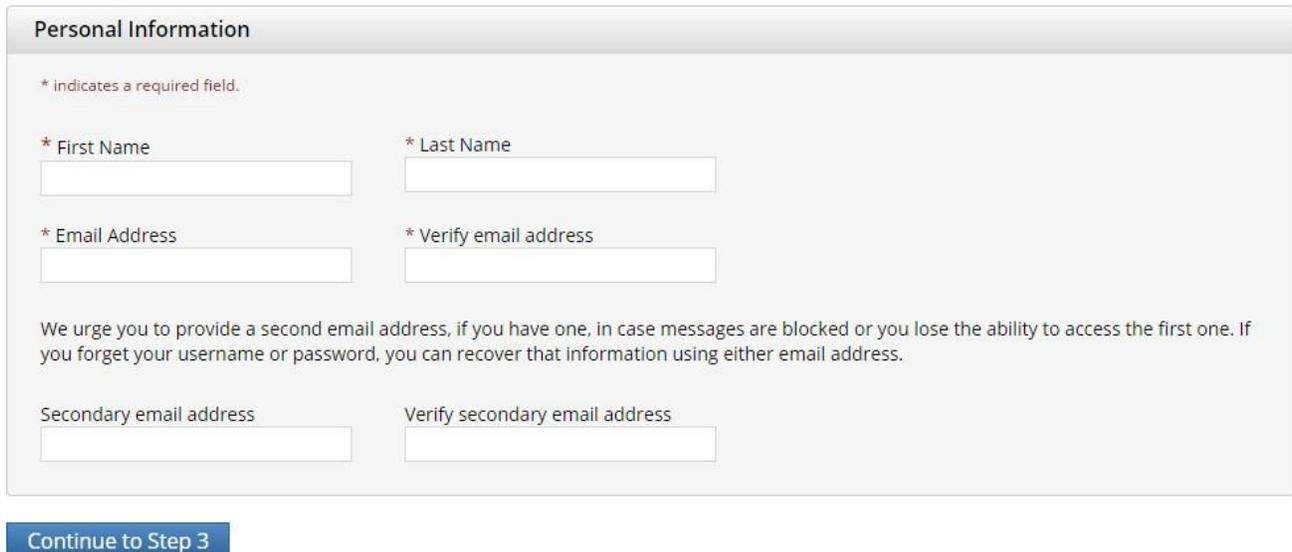


1. Choose Baylor University as your Organization Affiliation. Continue to Step 2.



The image shows a form titled "Select Your Organization Affiliation". At the top, it says "Search for organization: Enter full or partial name" with a help icon. Below this is a search input field containing "Baylor University". To the right of the input field is a link: "Can't find your institution? It may use Single Sign On. Check here." Below the search field is a paragraph of text: "Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." A yellow arrow with a blue outline points from the left towards the search input field.

2. Enter your first name, last name, and your Baylor email address. You may enter a secondary email address as a backup, but it is not necessary.



The image shows a form titled "Personal Information". At the top, it says "\* indicates a required field." Below this are four input fields arranged in two columns. The first column has "First Name" and "Email Address". The second column has "Last Name" and "Verify email address". Below these fields is a paragraph of text: "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." Below this text are two more input fields: "Secondary email address" and "Verify secondary email address". At the bottom left of the form is a blue button with the text "Continue to Step 3".

3. Create a personal username and password. These should both be things that you will easily remember. Then select a security question in case you forget your login information.

### 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

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

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4. Fill out your corresponding gender, ethnicity, and race. If you would prefer not to answer these, you may select that option for each question

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Gender, Ethnicity and Race

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

\* indicates a required field.

\* I identify my Gender as:

- Female
- Male
- Transgender or Other
- Prefer not to answer

\* I identify my Ethnicity as:

- Hispanic or Latino 
- Not Hispanic or Latino
- Prefer not to answer

\* I identify my Race as: (you may select more than one)

- American Indian or Alaska Native 
- Black or African American 
- Asian 
- Native Hawaiian or Other Pacific Islander 
- White 
- Prefer not to answer

5. For Section 5 your answer will generally be “No”, Baylor does not offer any CEU’s for CITI Training Modules. The surveys referred to in the following question are associated with the CITI program, not Baylor University. Whether you participate or not is at your discretion.

**\* 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 grad book page.

No

6. After you click the Submit Button, you will be asked for some additional information. Only the fields with an asterisk next to it are required.
- For your institutional email address use your Baylor email address
  - If you are unsure of “Which course you plan to take?”, choose “Other”

**Please provide the following information requested by Baylor University**

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

Department

\* Role in human subjects research

Which course do you plan to take?

Home Phone

7. After you click the continue button, you will have to scroll to the bottom of the next screen to view the remaining enrollment questions. For Question 1, please select the last option, "No human research course needed". You may skip the other questions except number 2 and 3, Responsible Conduct of Research (RCR) and Conflict of Interest (COI) mini-course. Select "Yes". Then select "Complete Registration" at the bottom.

#### 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

- 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 Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Minimal risk research:
- No human research course needed.

#### QUESTION 2

##### Responsible Conduct of Research

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

Choose one answer

- Responsible Conduct of Research (RCR) - Basic
- Responsible Conduct of Research (RCR) - Refresher
- Not at this time.
- Responsible Conduct of Research (RCR) - Engineering

#### Question 3

##### Conflict of Interest mini-course

Would you like to take the Conflict of Interest mini-course?

Choose one answer

- Yes
- No

8. You are now finished. Click "Finalize Registration" and your registration is complete.

### CITI - Learner Registration

Your registration with **Baylor University** is complete.

[Finalize registration](#)