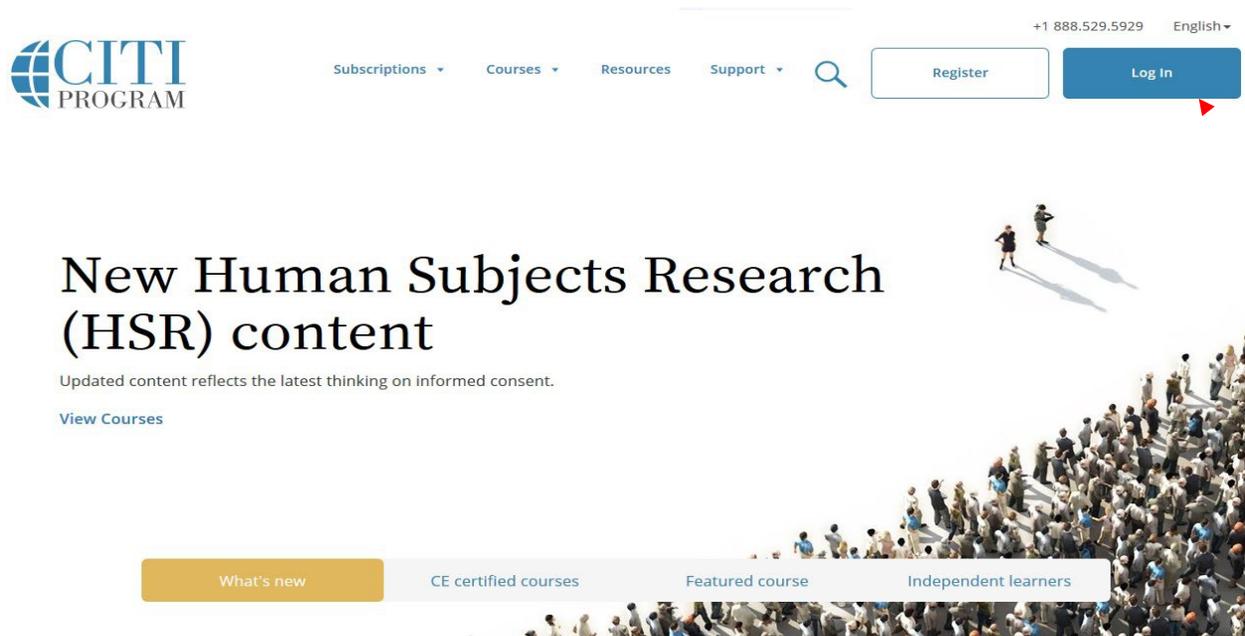


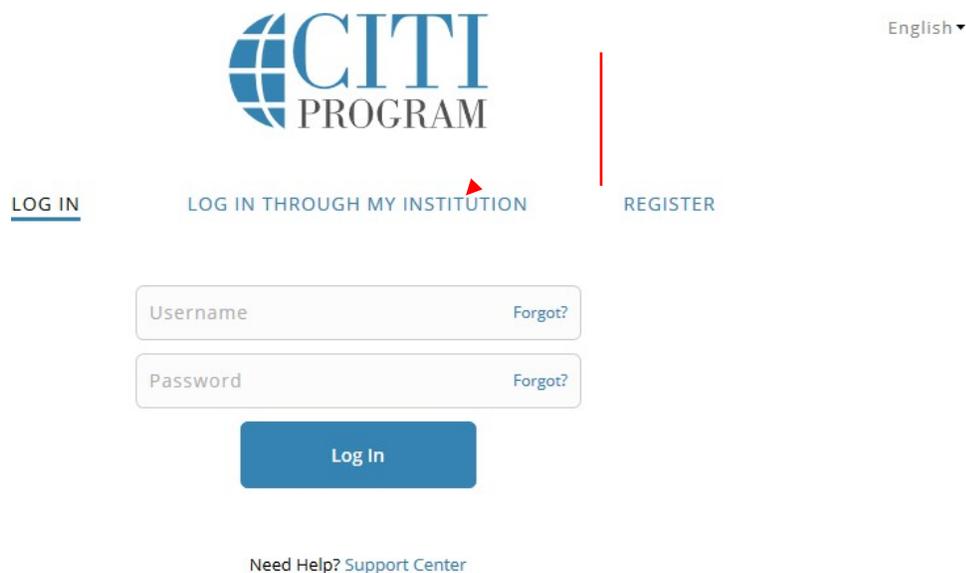
## CITI Program Training

1) Go to <https://www.citiprogram.org>. Click on “Log In.”



The screenshot shows the CITI Program website homepage. At the top left is the CITI PROGRAM logo. To the right of the logo are navigation links: Subscriptions, Courses, Resources, and Support, followed by a search icon. Further right are a phone number (+1 888.529.5929) and a language selector (English). Below these are two buttons: a white 'Register' button and a blue 'Log In' button. The main content area features a large heading: 'New Human Subjects Research (HSR) content'. Below the heading is a sub-heading: 'Updated content reflects the latest thinking on informed consent.' and a link: 'View Courses'. At the bottom of the main content area is a horizontal navigation bar with four categories: 'What's new' (highlighted in yellow), 'CE certified courses', 'Featured course', and 'Independent learners'. The background of the main content area is a large image of a crowd of people walking up a set of stairs.

2) Select “Log In Through my Institution.” Note: Users not affiliated with UCA can log in using the “Register” button (or “Log In” if an account has already been created).



The screenshot shows the CITI Program login page. At the top center is the CITI PROGRAM logo. To the right of the logo is a language selector (English). Below the logo are three login options: 'LOG IN' (underlined), 'LOG IN THROUGH MY INSTITUTION' (with a red arrow pointing to it), and 'REGISTER'. Below these options are two input fields: 'Username' and 'Password'. Each input field has a 'Forgot?' link to its right. Below the input fields is a blue 'Log In' button. At the bottom of the page is a link: 'Need Help? Support Center'.

3) Select University of Central Arkansas from the list of organizations.

4) Enter your Username and password if already a user (you will be prompted to enter this information after you select University of Central Arkansas from the list of organizations).

## 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. 

University of Central Arkansas only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of University of Central Arkansas.

[Continue To Create Your CITI Program Username/Password](#)

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.

5) Complete enrollment questions 1-7. Then click **Submit**:

\*Choose your course path: You will choose Human Subject Research Course, check the box and click next.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* Chose your course path:

Choose all that apply

- Lab Animal Research Course
- Human Subjects Research Course
- Responsible Conduct of Research Courses Only.
- Biosafety & Biosecurity Course Only
- Conflicts of Interest (COI)

Next

\*Choose your human subjects research course: Select Research Investigators( Student, faculty,staff). Click Next.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* Human Research:  
Chose your human research course.

Choose one answer

- IRB Members
- Research Investigators (Students, faculty, staff)

Next

\*RCR Course: Responsible Conduct of Research (RCR) is required **ONLY** if you have **National Science Foundation (NSF)** funding for your research or for certain NIH training grants. CITI will make you choose a course, choose Social and Behavioral Responsible Conduct of Research. Click Next

\*Students are not required to complete this course unless they are on NSF funding.

\* indicates a required field.

\* REQUIRED - Responsible Conduct of Research (RCR) Course, please make your selection below

Choose one answer

- Biomedical Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- Responsible Conduct of Research for Administrators

Next

\*Health Information Privacy and Security (HIPS), not required, click No, I do not need to enroll in the HIPS course. Click Next.

\* If you want to take Health Information Privacy and Security (HIPS), please make your selection below.

Choose one answer

- Yes, enroll in the HIPS course.
- No, I do not need to enroll in the HIPS course.

Next

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **University of Central Arkansas** is complete.

Finalize Registration

6) When you have finished the CITI registration, go back to log in page. Log in with your username and password you created and complete the required course Research Investigators (Students, staff and faculty).

7) When you've completed the required coursework, save a PDF copy of your CITI Completion Report. You may also log in to your profile in CITI at any time to print off or email the CITI Completion Report.