



CITI Learner Registration Steps

(Faculty Chairs & Committee Members)

on Register in the top right corner. STEP 1: Choose Select Your Organization Affiliation and type in Westcliff University. Then, select "I Agree to the Terms of Service and Privacy Policy for accessing CITI Program materials" and then "I affirm that I am an affiliate of Westcliff University. Then, select Create a CITI Program Account. STEP 2: Fill out your personal information, then select continue to step 3. You must use your studentname@westliff.edu email address as your primary email address to set up your account. You can use a private email address as your secondary email address.	Navigate to www.citiprogram.org and click	Contra counter estatemente adore de la del
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Account. Create a Cit17 Program account STEP 2: Fill out your personal information, then select continue to step 3. Personal Information You must use your *indicates a required field. studentname@westliff.edu email address as your primary email address to set up your account. You can use a private email address as your secondary email address. *U urge you to provide a second email address. if you have one. in case messages i access the first one. if you forget your username or password, you can recover that address.	Then, select Create a CITI Program	 AGREE to the <u>Terms of Service and Erivacy Policy</u> for accessing CTI Program materials. I affirm that I am an affiliate of Westcliff University.
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secondary email address.	You can use a private email address as your	Secondary email address Verify secondary email address
	secondary email address.	
Continue To Step 3		Continue To Step 3

STEP 3: Create your username and	Steps: 1, 2 🖸 4
password and choose a security question.	Create your Username and Password
Then, continue to step 4.	* indicates a required field. Your username should consist of 4 to 50 characters. Your username is not case sensitive: "A12834CD" is the same as
	"a12b342d". 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: "A12834CD" is not the same as "a12834cd".
	- LineoweraLikeutà
	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
	Continue To Step 4
STEP 4: Choose your Country of Residence	CITI - Learner Registration - Westcliff University
and communication preference then, select	Steps: 1 2 3
Finalize Registration.	Would you like to connect your ORCID [®] (D to your CITI Program account? ()
	Connect your ORCID ID
	* 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.
	* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 9
	Oves ONo
	Finalize Registration

Now that you have created your account you will navigate to <u>https://www.citiprogram.org/login</u> to **Log In using your Username and Password**.

The first time you log in you will be asked to **add an affiliation**.

	Institutional Courses
utional Courses are	e available to learners who have an affiliation with one o
subscribing institu	tions. If an institution with which you are affiliated is no
, you may want to	add an affiliation.

Select **Add an Affiliation**, then type in Westcliff University and agree to the Terms and Service and affirm your affiliation with Westcliff University and select **Continue**.

Af	filiate with an Institution
Н	me + Profiles + Affiliate with an Institution
To pi	find your organization, enter its name in the box below, then ck from the list of choices provided. (f) your organization is using Single Sign-On, please find it <u>here</u> .
1	Westcliff University
	 I AGREE to the <u>Terms of Service</u> for accessing CITI Program materials.
~	I affirm that I am an affiliate of Westcliff University.
	Contract

On the next page you will verify your preferred language, email address (Westcliff email), and identify your **Department and Role** and click on **Next**.

Department *	
College of Business	
Role? *	
Principal Investigator	•

Now, you will **select your Curriculum** from the list of course options available at Westcliff University. See below for the requirements based on your proposed research study.

View instructions	page.
	Question 1
Human Subjec	ts Research (HSR)
Please make your s research training:	selection(s) below based on your role to enroll in human subjects
Social-Behavio	sral-Educational Researchers
	Question 2
IRB Chair/Vice	Chairs Course
Please make your :	election below if you are an IRB Chair or Vice Chair:
IRB Chairs and	d Vice Chairs
	Quantizar Q

Required Trainings:

- Question 1 Human Subjects Research
 - ✔ Select Social-Behavioral-Educational Researchers
- Question 5 Responsible Conduct of Research
 - ✔ Select Social and Behavioral Responsible Conduct of Research

Mark No or Not at this time for all others.

Congratulations, you are now enrolled in the CITI courses and you can begin learning.

You may begin the courses immediately or save them and return to them at any time. All courses require an 80% to pass. Upon completion of each course, you will receive a certificate to upload in the GAP course. All CITI Program training requirements must be completed prior to submitting your IRB application.

Frequently Asked Questions

Guide to Getting Started

How long will a course take me to complete?

 Although completion time will vary from one learner to the next, we estimate that each module will take about 25-35 minutes to complete. The modules are designed so that learners can complete them in one sitting or in multiple sittings, and there is no time limit for course activities.

How do I set my preference for Audio-Visual vs. Classic Content Course Formats?

To set your preference for audio-visual vs. classic content course formats you will log into your
account and select the down arrow next to your name at the top right corner of the page. Then,
select Preferences and update your settings. View these <u>instructions online</u>.

How do I access my Completion Report/Certificate?

 The CITI Program offers completion documentation after completing all required modules and meeting the passing score requirement for a course. You can also access your completion records through the Records tab which provides the completion records for all course completions on your account. View these <u>instructions online</u>.

Once you complete a course you will have the option to View-Print-Share your record.

CITI Program		
CITI Staff Webinars		
Stage 1 - Webinar		
Post-Course Survey 🕣		
Passed 27-lan-2021	Review Course	View - Print - Share Record

Who do I contact if I need support?

You should always reach out to your J1 Mentor first with questions or for additional support. However, if you are having issues with the CITI programs website you may also contact <u>Customer Support</u>.

Phone: 888.529.5929 9 am to 7 pm M-F EST

Email: support@citiprogram.org