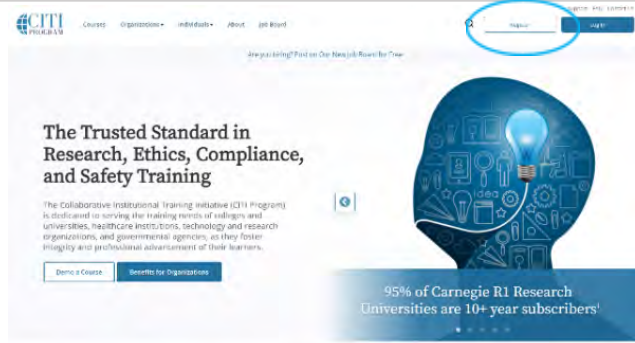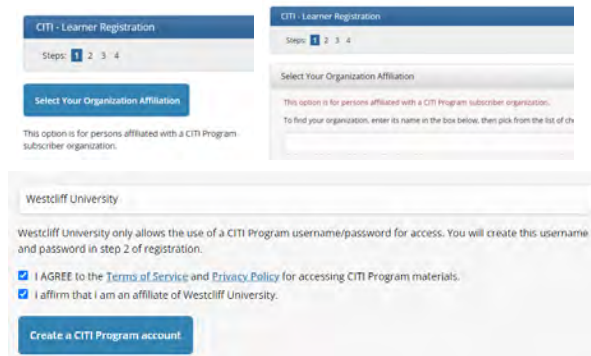# CITI Learner Registration Steps

(Faculty Chairs & Committee Members)

|	
Navigate to www.citiprogram.org and click 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.	
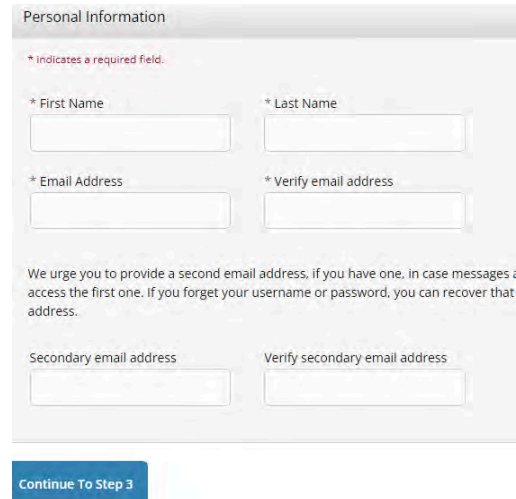
STEP 3: Create your username and password and choose a security question. Then, **continue to step 4.**

STEP 4: Choose your Country of Residence and communication preference then, select **Finalize Registration**.

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

The first time you log in you will be asked 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.**

Affiliate with an Institution

Home › Profiles › Affiliate with an Institution

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

If your organization is using Single Sign-On, please find it here.

Westcliff University

✔ I AGREE to the Terms of Service for accessing CITI Program materials.

✔ I affirm that I am an affiliate of Westcliff University. ℹ

Continue

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.

Select Curriculum
Westcliff University

View instructions page.

Question 1

Human Subjects Research (HSR)

Please make your selection(s) below based on your role to enroll in human subjects research training:

☐ Social-Behavioral-Educational Researchers
☐ IRB Members

Question 2

IRB Chair/Vice Chairs Course

Please make your selection below if you are an IRB Chair or Vice Chair:

☐ IRB Chairs and Vice Chairs

Question 3

Conflicts of Interest (COI)

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 [instructions online](#).

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 [instructions online](#).

  Once you complete a course you will have the option to View-Print-Share your record.
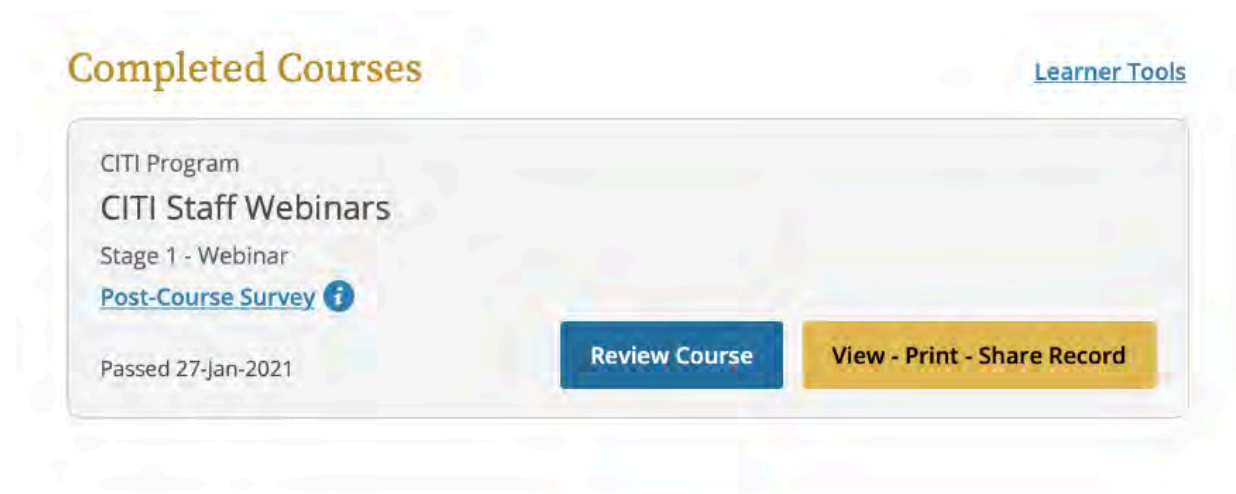
Who do I contact if I need support?

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 [Customer Support.](#)

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

Email: support@citiprogram.org