

# CITI REGISTRATION “HOW TO” GUIDE

1. Go to <https://www.citiprogram.org/> and click on either one of the “Register” buttons shown below to create your account.

USA - English Text Size: A A Log In **Register** Help

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Over 7.6 million CITI Program courses have been completed since 2000

**Username**

**Password**  
 **Log In**

Forgot Username or Password?

Log in through my institution  
**Log in via SSO**

Create an account  
**Register**

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

**CITI Program Announcements**  
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New CE Credits: RCR Basic and Refresher Courses  
New Export Compliance (EC) Course  
More...

**Help & Support**  
How do I register?  
Merge duplicate accounts  
I forgot my Username or Password  
More...

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2. The screen below will populate.



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### CITI - Learner Registration

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

You must make a selection below.

### Select Your Organization Affiliation

Search for organization: Enter full or partial name

[Can't find your institution? It may use Single Sign On. Check here.](#)

Drop-down lists have been replaced by this single search box.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.

[Continue to Step 2](#)

[Search Again](#)

### Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.

[Continue as Independent Learner \(Fees Apply\)](#)

3. Enter "Kennesaw State University" in the "Select Your Organization Affiliation" search box.
4. Click "Continue to Step 2". The screen below will populate.

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CITI - Learner Registration - Kennesaw State University

Steps: 1 2 3 4 5 6 7

### Personal Information

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="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.

Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

5. Enter your information in the appropriate boxes above, using your **KSU email address as the primary email**. You can include a personal email as the secondary option.
6. Click "Continue to Step 3". The screen below will populate.



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CITI - Learner Registration - Kennesaw State 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

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

[Continue to Step 4](#)

7. Follow the on-screen instructions to create a Username and Password. It can be your KSU NetID or you can create your own. However, **for security purposes do NOT use your KSU NetID password on this website.**
8. Select a security question and answer.
9. Click "Continue to Step 4". The screen below will populate.



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CITI - Learner Registration - Kennesaw State University

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

### 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

[Continue to Step 5](#)

10. Please answer the above questions as preferred.

11. Click "Continue to Step 5". The screen below will populate.



\* 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 grad 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 TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

**\* Can CITI Program contact you at a later date regarding participation in research surveys? 🗨️**

- Yes
- No
- Not sure. Ask me later

[Continue to Step 6](#)

12. KSU's IRB/IACUC/IBC does not require that you maintain CE Credits; however, if you choose "Yes" as your answer you will have the ability to request and personally pay for those credits at a later date if you decide you need them. Choosing "Yes" does not obligate you in any way, it only makes them accessible to you.
13. You may choose to allow CITI Program to contact you to participate in a research survey, but a "Yes" answer is not required by KSU.
14. Click "Continue to Step 6". The screen below will populate.



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CITI - Learner Registration - Kennesaw State University

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

Please provide the following information requested by Kennesaw State University

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

Department

\* Role in human subjects research

Address Field 1

15. Fill in the above required answers to “Institutional email address”, “Gender” and “Highest degree” until you reach the “Role in human subjects research” drop-down button. FYI – These fields are a template of CITI, so please **do NOT put an Employee number** as the IRB does not require it.

16. Click on the drop-down button and the options shown below will be revealed.

\* Role in human subjects research

- Clinical Researcher
- Interviewer
- IRB administrator
- IRB Chair
- IRB Member
- Pharmacist
- Principal Investigator
- Co-Investigator
- Recruiter
- Statistician
- Study nurse
- Study Coordinator
- Site Coordinator
- Social Worker
- Research Assistant
- Data manager
- Compliance Officer
- IACUC Administrator
- IACUC Chair
- IACUC Member
- Institutional Official
- Lab. Research Staff
- Research Administrator
- Research Fellow - Post Graduate
- Research Integrity Officer
- Student Researcher - Graduate level
- Student Researcher - Undergraduate
- Veterinarian

17. On the list above, select the role that best describes you. Most will fit one of the roles in the red boxes above.

18. Enter your phone number in the appropriate box below. If you are a student researcher, you may enter your home/cell phone in the "Office Phone" required box.

\* Office Phone

\* Which course do you plan to take?

Home Phone

Continue to Step 7



19. Click the drop-down box for “Which course do you plan to take?” and select the course which best fits you. Most of our research is done under the blue highlighted topic below, “Basic Human Subjects – Social & Behavioral Focus”; however, you can add/delete courses as needed after you have created your profile.

\* Which course do you plan to take?

- Basic Human subjects - Biomedical
- Basic Human Subjects - Biomedical & Social & Behavioral Focus
- Basic Human Subjects - Social & Behavioral Focus**
- Biosafety / Biosecurity
- Good Clinical Practice
- Health Information Privacy and Security (HIPS)
- Laboratory Animal Welfare
- Other
- Refresher Course - Biomedical Research
- Refresher Course - Social and Behavioral Research
- Responsible Conduct of Research

Home Phone

[Continue to Step 7](#)

20. Click “Continue to Step 7”. The screen below will populate.

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CITI - Learner Registration - Kennesaw State University

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

**Select Curriculum**

\* indicates a required field.

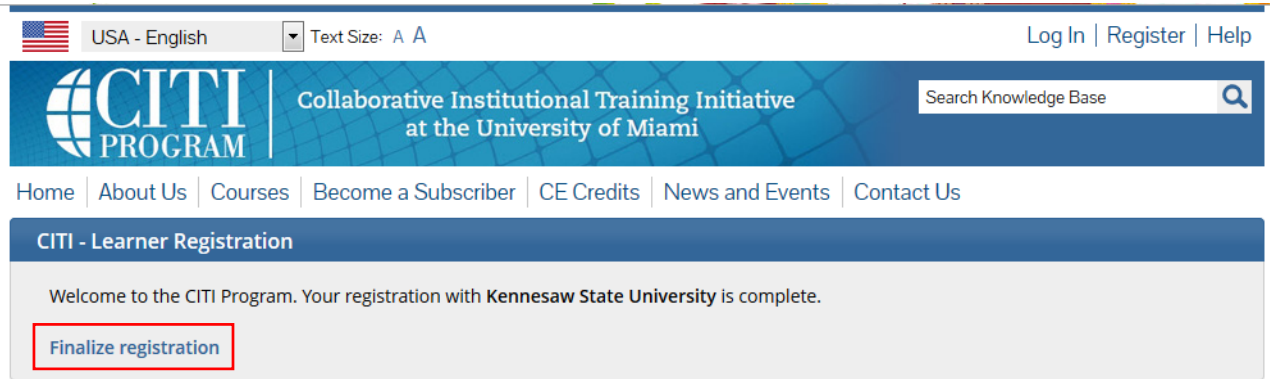
You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. [Click here to review the Kennesaw State University instructions page.](#)

21. If you are unsure which Curriculum to select, please click the link found in the red box above. This will show you the KSU CITI Instructions on Course Selection document to assist in your selection.

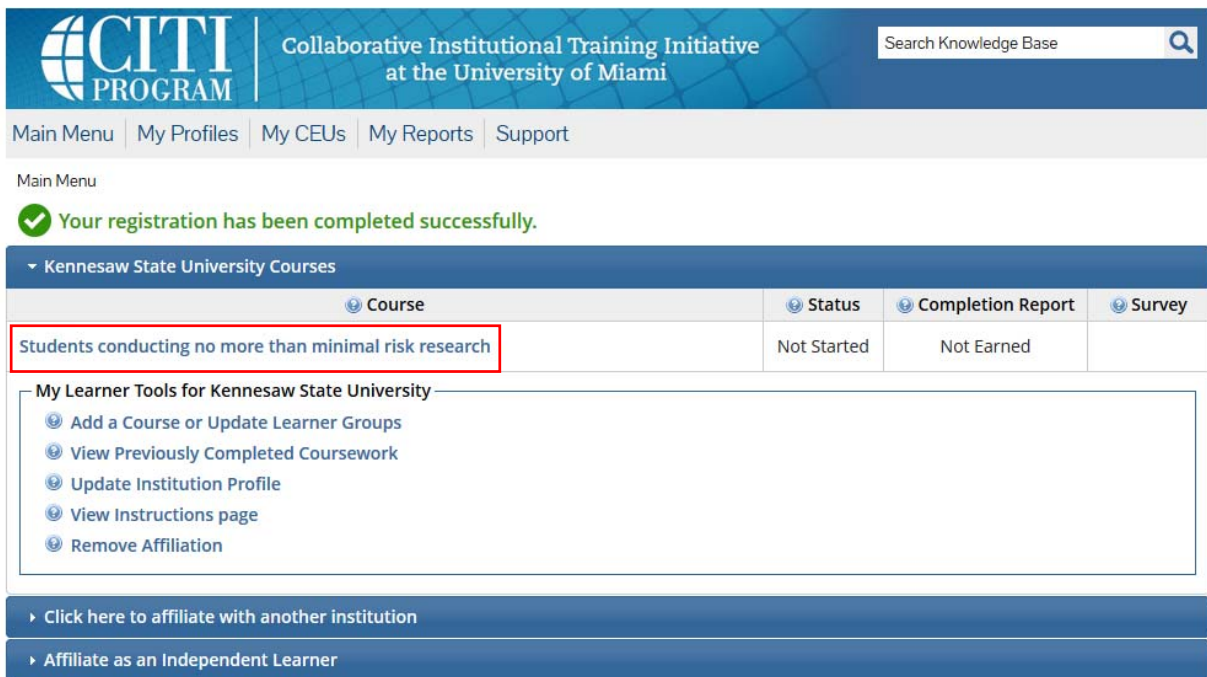
22. Once you know which Curriculum you would like to Select, continue by answering the appropriate questions.

Note: you are allowed to select more than one course; however, you must make sure you complete the appropriate training required for the type of research you are doing.

23. Click “Complete Registration” when finished. The screen below will populate.

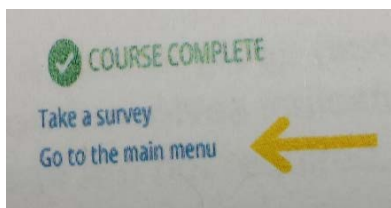


24. Click “Finalize registration”. The screen below will populate with your appropriate course(s).



25. Click on your course title [example shown above] to begin your training. You may start and stop your training as needed, but we highly recommend if stopping it should be after completion of a module quiz.

26. After finishing each required module, you will take a quiz and receive feedback regarding your answers to each of the items. Once you have passed all required modules, scroll down to the bottom of the feedback page and click the “Go to the main menu” link. The IRB Administrator will be able to see your completion certificate, but you can also print a copy for your files.



Contact the IRB Administrator at 470/578-2268 or [irb@kennesaw.edu](mailto:irb@kennesaw.edu) with any questions you may have.