STEP 1:

CITI Program

LOG IN  LOG IN THROUGH MY INSTITUTION  REGISTER

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.

- Drexel University

Drexel University 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 for accessing CITI Program materials.
I affirm that I am an affiliate of Drexel University.

Continue To Create Your CITI Program Username/Password

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 for accessing CITI Program materials.

Need Help? Support Center
Step 2:

CITI - Learner Registration - Drexel University

Personal Information

* Indicates a required field.

- First Name: Adam
- Last Name: Ruhrer
- Email Address: HRPP@drexel.edu
- Verify email address: HRPP@drexel.edu

Fill in the stared boxes with your first and last name, followed by your drexel email address twice. Once you finish this click "continue to step 3".

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

Continue To Step 3

Need Help? Support Center
Step 3:

Create your Username and Password

* User Name
  Adam Fuhner

Fill in a username you want to use that falls within the above guidelines on the page.

Password

Verify Password

Fill in a password you will remember as you will need to log on more than once in all likelihood.

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
What was your high school mascot?

Security Answer
Chufu

Pick a security option and use something you remember as you never know when you could forget your password or need to reset it for whatever reason.

Continue To Step 4
Step 4:

**CITI - Learner Registration - Drexel University**

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

* indicates a required field.

<table>
<thead>
<tr>
<th>Country of Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for country: Enter full or partial name (e.g., &quot;United States&quot;) OR your country's two or three character abbreviation (e.g., &quot;US&quot;, &quot;USA&quot;), then pick from the list of choices provided.</td>
</tr>
<tr>
<td>United States</td>
</tr>
</tbody>
</table>

Enter your country of residence (United States).

[Continue To Step 5]
Step 5:

CITI Program

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Drexel University

Step: 1 2 3 4 5 6 7

* 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 professionals 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” box, 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 grade 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

Drexel doesn’t cover CE credits. If you would like to have credits select YES and you will be billed accordingly. Otherwise select NO.
STEP: 6

Fill out all required fields before pressing continue to proceed
Please provide the following information requested by Drexel University

* indicates a required field.

Language Preference
English

* Institutional Email Address
hrrp@drexel.edu

Gender

Highest Degree

Employee Number

* Department
Research

* Role In Research
Clinical Researcher

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Fill out all required fields before pressing continue to proceed.

Continue To Step 7
* Indicates a required field.

Getting Started

Please select the categories of courses you need to take. Select all that apply.

Choose all that apply

- [ ] Human Subjects Research Courses
- [ ] Good Clinical Practice Course
- [ ] Conflict of Interest
- [ ] Health Information Privacy & Security (HIPS) Courses
- [ ] Responsible Conduct of Research (RCR) Courses
- [ ] Lab Animal Research
- [ ] Export Compliance
- [ ] CRC Foundations
- [ ] CRC Advanced
- [ ] Revised Common Rule

Select all the categories you are taking part in before you click next

Next
**Indicates a required field.**

<table>
<thead>
<tr>
<th>Human Subjects Research Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you like to see the options for the basic Human Subjects Courses or the refresher Human Subjects courses?</td>
</tr>
</tbody>
</table>

Choose one answer

- Basic - Choose this option if this is your first time taking a Human Subjects course under Drexel.
- Refresher - Choose this option if you have already been certified in a basic Human Subjects course under Drexel.

Basic - If you are creating a new account select this.
Refresher - If you are updating your training select this.
Training expires every three years.
Please select whichever learner group you selected for the remaining sections.

My Learner Tools for Drexel University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Select add course to begin by choosing your selected course by selecting your learner group.
If you are coming from an outside institution and need to affiliate with Drexel please click affiliate with another institution.