



CITI Registration Guide



Collaborative Institutional Training Initiative

<https://about.citiprogram.org/en/homepage/>

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[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 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.

Type Drexel University into the selected box and then check both boxes to proceed

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

Finally click the continue button to the left

— 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](#) for accessing CITI Program materials.



Step 2:



English ▾

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[REGISTER](#)

CITI - Learner Registration - Drexel University

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

Personal Information

* indicates a required field.

* First Name

Adam

* Last Name

Fuhrer

* Email Address

HRPP@drexel.edu

* Verify email address

HRPP@drexel.edu

Fill in the starred 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](#)

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[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Drexel 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

Adam Fuhrer

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

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* 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? ▾

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.

* Security Answer

Cthulhu

[Continue To Step 4](#)



Step 4:



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[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Drexel University

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

* indicates a required field.

* 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.

United States

Enter your country of residence (United States).

[Continue To Step 5](#)

[Need Help? Support Center](#)



Step 5:



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Drexel University

Steps: 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 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 grade book page.

No

Drexel doesn't cover CE credits. if you would like to have credits select YES and you will be billed accordingly. Otherwise select 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

* Can CITI Program contact you at a later date with marketing information? ⓘ

- Yes
- No

Continue To Step 6

Click continue once you have completed and filled all required options

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STEP: 6

Fill out all required fields before pressing continue to proceed



[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Drexel University

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

Please provide the following information requested by Drexel University

* indicates a required field.

Language Preference

English

* Institutional Email Address

HRPP@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

[Continue To Step 7](#)

Fill out all required fields before pressing continue to proceed



Steps: 1 2 3 4 5 6 **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

Next

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



CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

*

Human Subjects Research Courses

Would you like to see the options for the basic Human Subjects Courses or the refresher Human Subjects courses?

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.

Next

Basic- if you are creating a new account select this.

Refresher-if you are updating your training select this.

Training expires every three years.



CITI - Learner Registration

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

* indicates a required field.

Human Subjects Course Enrollment

Please select your learner group below to be enrolled in Human Subjects Courses:

Choose one answer	Medical- for medical and clinical research
<input checked="" type="radio"/> Medical	Social behavioral- for social and behavioral sciences research
<input type="radio"/> Social Behavioral	
<input type="radio"/> IRB/Research Administration	IRB/Research administration- HRP STAFF ONLY
<input type="radio"/> Not at this time	Not at this time

Next

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.



English ▾



Collaborative Institutional Training Initiative

Adam Fuhrer
ID 7256054
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Help

[Main Menu / My Courses](#)

[My Profiles](#)

[My Records](#)

[My CEUs](#)

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Main Menu / My Courses

✔ You are now enrolled in the course(s) you selected.

▶ [Drexel University Courses](#)

▼ [Affiliate With Another Institution](#)

[Affiliate With Another Institution](#)

▶ [Affiliate as an Independent Learner](#)

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<https://www.citiprogram.org/members/index.cfm?panelID=50>

If you are coming from an outside institution and need to affiliate with Drexel please click affiliate with another institution.