CITI Registration Instructions

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Account Set-up and First Time Core Training

Follow these instructions if you are new to the CITI program.

1. Visit the CITI website to get started.

    [Research, Ethics, and Compliance Training | CITI Program](url)

2. Once on the home page, navigate to the upper right and click on "Register" box.
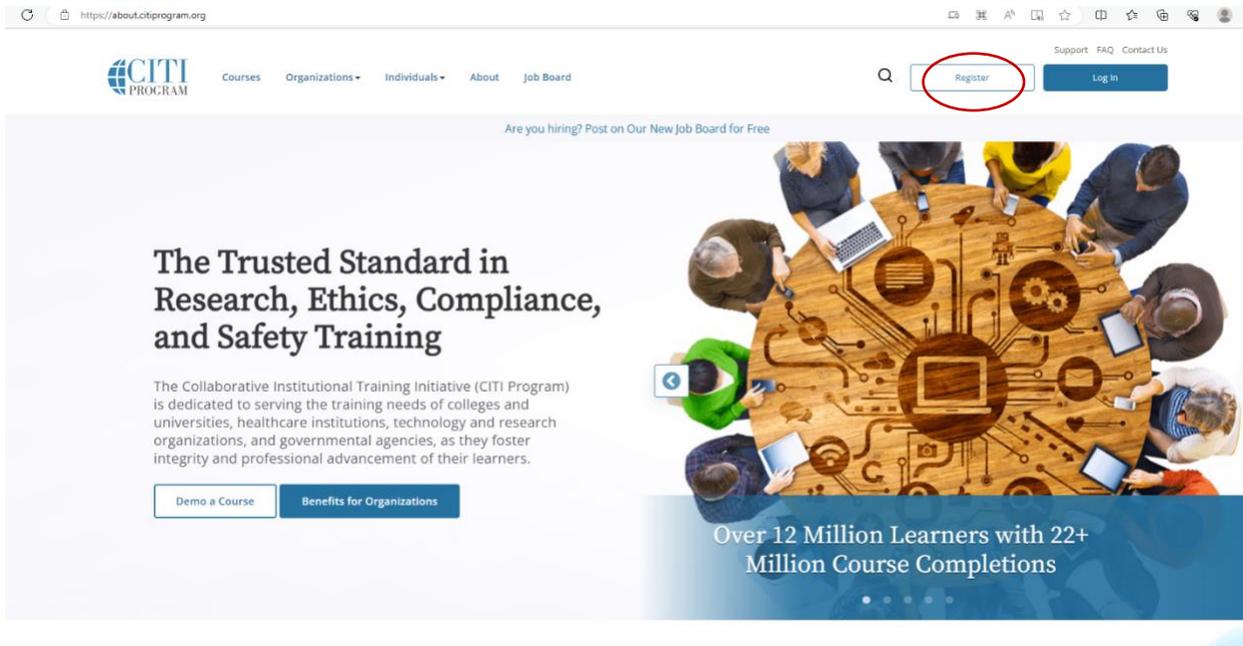
3. After clicking "Register", choose "Select Your Organization Affiliation".

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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.

4. Type in Drexel University and select Drexel University from the drop-down list. Then agree to the Terms of Service and Privacy Policy as well as affirm to being an affiliate of Drexel University by checking the boxes below. Lastly, click the "Create a CITI Program account" box.

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 and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of Drexel University.

Create a CITI Program account

5. Next fill in personal information. Please keep in mind, it is advantageous to include a second email address (personal) in order to continue the same learner transcript at future institutions. After completing the personal information, select the "Continue to Step 3" box.

![Drexel University logo]

CITI - Learner Registration - Drexel University

Steps : 1 **2** 3 4

Personal Information

* indicates a required field.

* First Name	* Last Name
First	Timer

* Email Address	* Verify email address
firsttimeuser@drexel.edu	firsttimeuser@drexel.edu

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
mariothemagnificent@yahoo.c	mariothemagnificent@yahoo.c

Continue To Step 3

6. Create a username and password along with a security question and answer. Once completed, click the "Continue to Step 4" box.

7. Select Country of Residence and Opt In or Opt Out of additional contact about courses and services from CITI. Once these two fields are completed, click the Finalize Registration box.

***TIP: A "Save Password" window may pop up once navigated to this page. Accepting is up to personal preference if using a secure device.

Steps: 1 2 3 **4**

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⍰

iD 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.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⍰

◉ Yes
○ No

Finalize Registration

New to the CITI Program? Read the getting started guide or watch the getting started video.
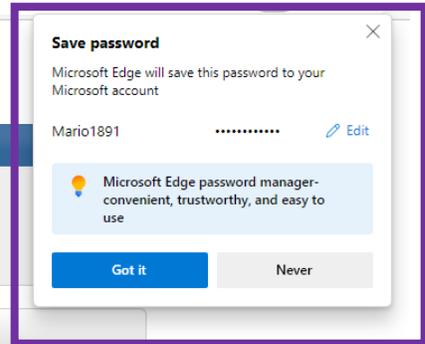
8. Continue to create your CITI user profile, including selecting CE preferences, your institutional email address, department, role, as well as your personal account profile.

9. On your "My Courses" page, select to "View Courses" for Drexel University.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

Drexel University   **View Courses**

Would you like to affiliate with another Institution?   **Add Affiliation**

Would you like to remove an existing affiliation?   **Remove Affiliation**

10. Select "Add a Course" from one of the two options below.

Show Courses for: Drexel University   ▼   **Institution List**

Drexel University

You are not enrolled in any courses for this institution.

Add a Course

Learner Tools for Drexel University

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

11. From the list of available courses, select "Responsible Conduct of Research (RCR) Courses".

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

This question is required. 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
☐ Public Health Research
☐ Community-Engaged and Community-Based Participatory Research
☐ COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing
☐ Undue Foreign Influence: Risks and Mitigations

12. For each category you select, you will then choose between Basic or Refresher course version.

13. Select the **most applicable** learner group for each category provided.

Human Subjects Course Enrollment

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

This question is required. Choose one answer.

○ Medical
● Social Behavioral
○ IRB/Research Administration
○ Not at this time

[Start Over] [Next]

Health Information Privacy & Security Course Enrollment

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

This question is required. Choose one answer.

○ Medical, Biomedical, Nursing, Public Health and Psychology Research Investigators

● Social, Behavioral and Educational Research Investigators

○ IRB Members and ORRC Staff

[Start Over] [**Next**]

IF APPLICABLE: After selecting Lab Animal Research learner group, select all lab animals involved in your studies.

Lab Animal Research

Please select your Lab Animal Research learner group below to be enrolled in IACUC Courses:

This question is required. Choose one answer.

○ Learner Group 1 (Committee Members, Community Members,& Coordinators)

● Learner Group 2 (Principal Investigators, Researcher Staff, ULAR Staff, and Students)

[Start Over] [**Next**]

Do you conduct studies that use Lab animals? If YES, then you must complete complete the Basic course and the appropriate species specific modules.

Available Animal Care and Use Courses

This question is required. Choose all that apply.

- [x] I work with Frogs, Toads or other Amphibians
- [ ] I work with Mice. Family: Muridae Cricetidae
- [ ] I work with Rats. Genus: Rattus
- [ ] I work with Hamsters. Family: Muridae
- [ ] I work with Gerbils
- [ ] I work with Ferrets
- [ ] I work with Guinea Pigs
- [ ] I work with Rabbits, Family: Leporidae
- [ ] I work with Cats
- [ ] I work with Dogs
- [ ] I work with Swine
- [ ] I work with Non-Human Primates (NHP)
- [ ] Wildlife Research
- [ ] Not at this time.

Start Over   Next

Good Clinical Practice Course Enrollment

Please select your GCP learner group below to be enrolled in GCP Course:

This question is required. Choose all that apply.

- [ ] Medical GCP
- [x] Social Behavioral GCP
- [ ] IRB/Research Administration GCP

Start Over   Next

Conflict of Interest

Make your selection below to enroll in a Conflict of Interest course:

Choose one answer.

○ Medical COI
◉ Social Behavioral COI
○ IRB/Research Administration COI

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[Start Over] [**Next**]

Responsible Conduct of Research Course Enrollment

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

This question is required. Choose one answer.

◉ **Responsible Conduct of Research**

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[Start Over] [**Next**]

14. Once all selections are completed, you will be navigated back to your home page with your new courses and ready to begin.
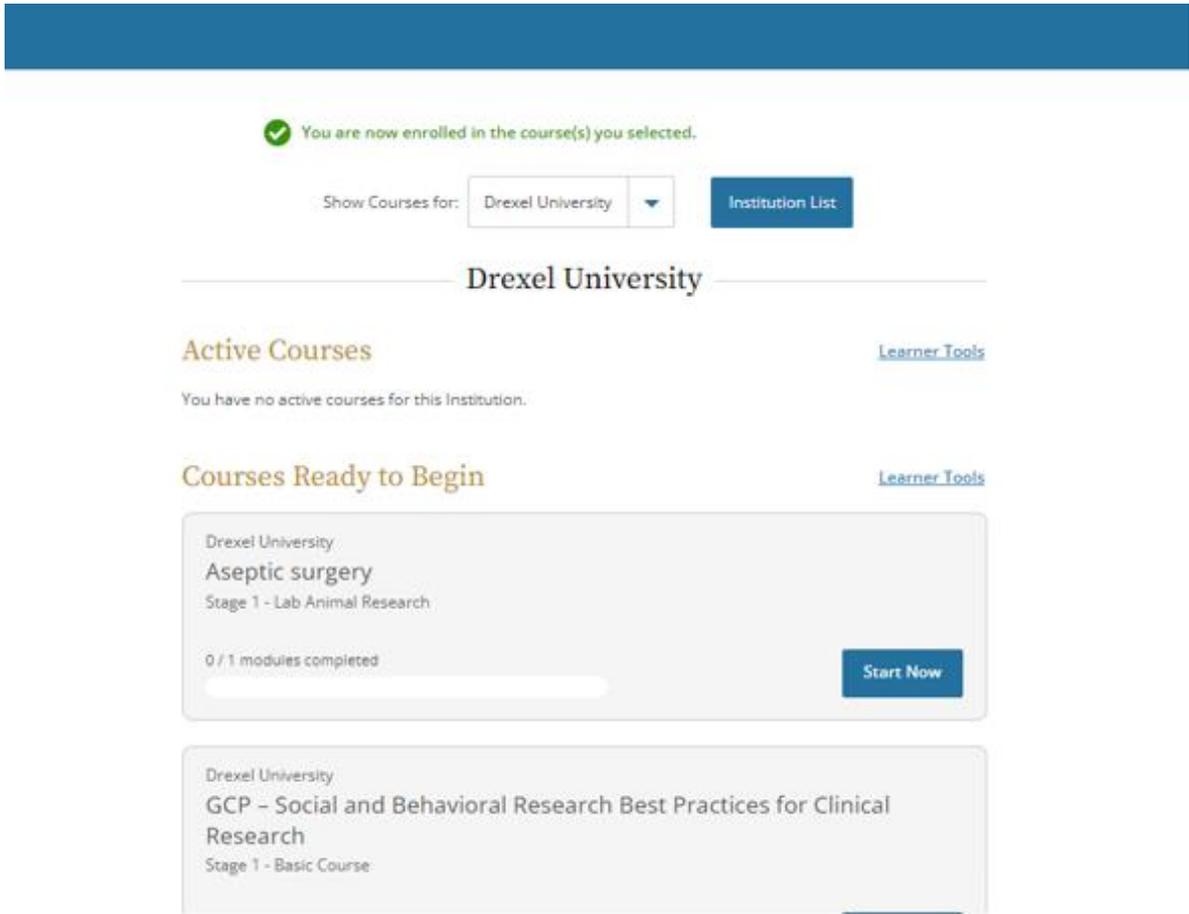
Associating a previous CITI account with Drexel

Follow these instructions if you have already completed CITI RCR training through a personal account or one associated with a previous Institution.

1. Visit the CITI website to get started.

    [Research, Ethics, and Compliance Training | CITI Program](#)

2. Log into your CITI account.

3. On the home page, click on "Add an Affiliation".

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**.

Add An Affiliation

4. Start typing your former institution's name in the text field until it appears below for your to click on. Agree to the Terms of Service and affirm affiliation with Drexel University.

![Drexel University logo]

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. ⓘ

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

> Drexel University

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

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

Continue

5. Complete the required Profile fields, including institutional email address, department, and role.

6. Select any applicable training from the list of available courses. Please note, that previously completed CITI courses will be viewable in the "My Records" tab.