CITI Instructions for Arts, Humanities and Social Science Student Researchers

- Start on page 2 if you need to create a CITI Account and complete the Stage 1 – Basic Stage course.

- Start on page 16 to use an existing CITI Account to complete the Stage 1 – Basic Stage course.

- Start on page 22 to use an existing CITI account to download the certificate of completion for a completed Stage 1 – Basic Stage course.

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 1

Before you can start your RCR training you will need to register and make an account on the CITI site. **Please visit** **citiprogram.org** and click on the white "**Register**" box in the top right hand corner of the home screen to create an account.

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 2

A new browser should populate and the below screen should appear. Please type in the find your organization drop down section " **University of Puget Sound**" and select. **Check the box** to AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials. **Check the box** to affirm that I am an affiliate of University of Puget Sound. **Press Continue** to create your CITI Program Username/Password.

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. ⓘ

University of Puget Sound

University of Puget Sound 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 University of Puget Sound.

Continue To Create Your CITI Program Username/Password

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 3

Please fill out your **first** and **last name** and use your **@pugetsound.edu email address** for your CITI account. **Press Continue** to the next instruction.

English

LOG IN   LOG IN THROUGH MY ORGANIZATION   REGISTER

CITI - Learner Registration - University of Puget Sound

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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

Continue To Step 3

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 4

Create a **username** and **password** for your account. Then set up a security question for yourself then **Press Continue** to the next instruction.

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

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 5

Your country of residence will be the **United States,** even if that's not your home country. Select "**No**" to the second question. **Press Continue** to the next instruction.

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 6A

Unless you *want* to pay money to take your training courses, make sure you **select "No"** when asked if you want Continuing Education Unit credit, and **scroll down.**

CITI - Learner Registration - University of Puget Sound

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

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 6B

After selecting "**No"**, please leave the **bottom portion blank** and **Press Continue** to the next instruction.

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™
○ Psychologists - APA Credits
○ Nurses - ANCC CNE
○ Other Participants - Certificates of Participation
○ Social Workers - CE Credits
○ Pharmacists - CPE Credits

Continue To Step 6

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 7

Enter your **email address** and **the department** in which you're doing your research. Select "**Student Researcher – Undergraduate"** from the drop-down menu. **Press Continue** to the next instruction.

CITI - Learner Registration - University of Puget Sound

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

Please provide the following information requested by University of Puget Sound

* indicates a required field.

* Institutional Email Address

We recommend providing an email address issued by University of Puget Sound or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help University of Puget Sound officials identify your learning records in reports.

> Enter a valid Institutional Email Address.

* Verify Institutional Email Address

> Re-enter Institutional Email Address.

* Department

* Role?

> Student Researcher - Undergraduate ▾

Continue To Step 7

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 8

Complete the following questionnaire with the below responses.

Question 1 - Select " **Students"** and scroll down to question 2.

CITI - Learner Registration - University of Puget Sound

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.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- ⚪ Researchers and Faculty Advisors
- 🔵 **Students**
- ⚪ IRB Members
- ⚪ IRB Chair
- ⚪ Not at this time

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Question 2 - Select " **Not at this time"**

Question 3 - Select " **No"**

Scroll down to question 4

Question 2

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- ◯ Biology and biomedical researchers
- ◯ Humanities researchers
- ◯ Physical science researchers
- ◯ Social and behavioral science researchers (includes Education and Business)
- ◯ Science Student Researchers
- ⊙ **Not at this time.**

Question 3

Conflicts of Interest

Would you like to take the Conflicts of Interest course?

This question is required. Choose one answer.

- ◯ Yes
- ⊙ **No**

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 10

Question 4 - Select " **Not at this time"**

Question 5 - leave **Blank.**

Press **"Complete Registration"** to the next instruction.

Question 4

Animal Subjects Research

Please review the courses and below and select the one(s) appropriate for you:

- [ ] IACUC
- [ ] Essentials for IACUC Members
- [ ] Working with the IACUC
- [x] Not at this time

Question 5

IACUC Species-Specific Courses

Please make your selection(s) below if you work with the following species of animal:

- [ ] Working with Amphibians in Research Settings
- [ ] Working With Fish in Research Settings
- [ ] Working with Mice in Research Settings
- [ ] Working with Rats in Research Settings

Complete Registration

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 11

This screen should appear after you completed the questionnaire please click on the " **Finalize Registration"** to continue to your account's home screen to access the " **Student" courses.**

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 12

This screen should appear after you completed your registration, please click on the **"View Courses"** to access the "**Students in Research**" **course.**

✅ Your registration has been completed successfully.

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**.

University of Puget Sound

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

Register as an Independent Learner

CITI Account Creation Instructions for Arts, Humanities, and Social Science Researchers

Step 13

You should now see that you are ready to begin your course and press "**Start Now**- **Students (Stage 1 - Basic Stage)**" to complete your course.

Show Courses for: University of Puget Sound ▼   **Institution List**

University of Puget Sound

Active Courses   Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin   Learner Tools

University of Puget Sound
Science Student Researchers
Stage 1 - RCR

*Please **do not** complete the "Science Student Researcher" course.*
This is only for Math/Science researchers.

0 / 3 modules completed

Start Now

University of Puget Sound
Students
Stage 1 - Basic Stage

Click " **Start Now"** to begin your course

0 / 2 modules completed

Start Now

Instructions for Arts, Humanities and Social Science Student Researchers with Existing CITI Accounts

Step 1

Please visit citiprogram.org and click on the blue "**Log In"** box in the top right hand corner of the home screen. Log in with your CITI username and password.

Instructions for Arts, Humanities and Social Science Student Researchers with Existing CITI Accounts

Step 2

On the main dashboard and under Institutional Courses,
click "**View Courses**."
At the bottom of the next screen choose the option to "**Add a Course**."

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**.

University of Puget Sound

[View Courses]

Would you like to affiliate with another Institution?

[Add Affiliation]

Would you like to remove an existing affiliation?

[Remove Affiliation]

Learner Tools for University of Puget Sound

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

Instructions for Arts, Humanities and Social Science Student Researchers with Existing CITI Accounts

Step 3

Complete the following questionnaire with the below responses.

Question 1 - Select " **Students"** and scroll down to question 2.

CITI - Learner Registration - University of Puget Sound

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.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- ⃝ Researchers and Faculty Advisors
- ⦿ **Students**
- ⃝ IRB Members
- ⃝ IRB Chair
- ⃝ Not at this time

Instructions for Arts, Humanities and Social Science Student Researchers with Existing CITI Accounts

Step 4

Question 2 - Select " **Not at this time"**

Question 3 - Select " **No"**

Scroll down to question 4

Question 2

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- ○ Biology and biomedical researchers
- ○ Humanities researchers
- ○ Physical science researchers
- ○ Social and behavioral science researchers (includes Education and Business)
- ○ Science Student Researchers
- ● Not at this time.

Question 3

Conflicts of Interest

Would you like to take the Conflicts of Interest course?

This question is required. Choose one answer.

- ○ Yes
- ● No

Instructions for Arts, Humanities and Social Science Student Researchers with Existing CITI Accounts

Step 5

Question 4 - Select " **Not at this time"**

Question 5 - leave **Blank**

Press **"Submit"**

———— Question 4 ————

Animal Subjects Research

Please review the courses and below and select the one(s) appropriate for you:

- [ ] IACUC
- [ ] Essentials for IACUC Members
- [ ] Working with the IACUC
- [x] Not at this time

———— Question 5 ————

IACUC Species-Specific Courses

Please make your selection(s) below if you work with the following species of animal:

- [ ] Working with Amphibians in Research Settings
- [ ] Working With Fish in Research Settings
- [ ] Working with Mice in Research Settings
- [ ] Working with Rats in Research Settings

Submit

Instructions for Arts, Humanities and Social Science Student Researchers with Existing CITI Accounts

Step 6

You should now see that you are ready to begin your course and press "**Start Now**- **Students (Stage 1 - Basic Stage)**" to complete your course.

Show Courses for: University of Puget Sound ▼   **Institution List**

University of Puget Sound

Active Courses   **Learner Tools**

You have no active courses for this Institution.

Courses Ready to Begin   **Learner Tools**

University of Puget Sound
Science Student Researchers
Stage 1 - RCR

*Please **do not** complete the "Science Student Researcher" course.*
This is only for Math/Science researchers.

0 / 3 modules completed

~~Start Now~~

University of Puget Sound
Students
Stage 1 - Basic Stage

Click " **Start Now**" to begin your course

0 / 2 modules completed

Start Now

Instructions for Arts, Humanities and Social Science Student Researchers to download Certificate of Completion

Step 1

Please visit **citiprogram.org** and click on the blue "**Log In**" box in the top right hand corner of the home screen. Log in with your CITI username and password.

Instructions for Arts, Humanities and Social Science Student Researchers to download Certificate of Completion

Step 2

Use the site navigation at the top fo access **My Records.**

My Courses   My Records   My CE/CMEs   Support

Step 3

Find the Basic Stage course and click the option to **View-Print-Share**.

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Stage		80%	80%	14-Feb-2019	14-Feb-2024	14-Feb-2025	View	View-Print-Share

Step 4

Click **View/Print** to access a screen there you can download the completion certificate.

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print   Copy Link 🗗