CITI Account Creation Instructions for Science and Math Student 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](http://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 Science and Math Student 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.

Enter: 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
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.
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]
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.

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**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*.

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**CITI - Learner Registration - University of Puget Sound**

Steps: 1 2 3 4 5 6 7

* indicates a required field.

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* 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
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
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.
Step 8

Complete the following questionnaire with the below responses.

**Question 1** - Select “Not at this time” and scroll down to question 2.

**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.

Choose one answer

- Researchers and Faculty Advisors
- Students
- IRB Members
- IRB Chair
- Not at this time
CITI Account Creation Instructions for Science and Math Student Researchers

**Step 9**

**Question 2** - Select “Science Student Researchers”

**Question 3** - Select “No”

Scroll down to question 4

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**Question 2**

**Responsible Conduct of Research**

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

Choose one answer:

- 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.

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**Question 3**

**Conflicts of Interest**

Would you like to take the Conflicts of Interest course?

Choose one answer:

- Yes
- **No**
Step 10

Question 4 - Select “Not at this time”

Question 5 - leave Blank.

Press “Complete Registration” to the next instruction.
CITI Account Creation Instructions for Science and Math Student 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 “**Science Student Researcher**” course.

Welcome to the CITI Program. Your registration with University of Puget Sound is complete.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).
CITI Account Creation Instructions for Science and Math Student Researchers

Step 12

This screen should appear after you completed your registration, please click on the “View Courses” to access the “Science Student Researcher” 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

Would you like to affiliate with another Institution?

Would you like to remove an existing 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 Science and Math Student Researchers

Step 13
You should now see that you are ready to begin your course and press “Start Now- Science Student Researcher” to complete your course.

Click “Start Now” to begin your course

Please do not complete the “Students - Basic Stage” course
Instructions for Science and Math 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 Science and Math 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.”
Instructions for Science and Math Student Researchers with Existing CITI Accounts

**Step 3**

Complete the following questionnaire with the below responses.

**Question 1** - Select “**Not at this time**” and scroll down to question 2.

<table>
<thead>
<tr>
<th>Question 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Subjects Research</strong></td>
</tr>
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<td>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.</td>
</tr>
<tr>
<td>Choose one answer</td>
</tr>
<tr>
<td>○ Researchers and Faculty Advisors</td>
</tr>
<tr>
<td>○ Students</td>
</tr>
<tr>
<td>○ IRB Members</td>
</tr>
<tr>
<td>○ IRB Chair</td>
</tr>
<tr>
<td>○ Not at this time</td>
</tr>
</tbody>
</table>
Instructions for Science and Math Student Researchers with Existing CITI Accounts

**Step 4**

**Question 2** - Select “Science Student Researchers”

**Question 3** - Select “No”

Scroll down to question 4
Step 5

Question 4 - Select “Not at this time”

Question 5 - leave Blank

Press “Submit”
Step 6

You should now see that you are ready to begin your course and press “Start Now- Science Student Researcher” to complete your course.

Please do not complete the “Students - Basic Stage” course