Registering and Signing up for the Correct Course at CITI

Start at: https://www.citiprogram.org/index.cfm?pageID=22

Click "Register"

Choose MSU on the "Participating Institutions" drop-down.

Click "Continue to Step 2"

CITI - Learner Registration

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

Fill in the required information.

Click "Continue to Step 3"

CITI - Learner Registration

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

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.**

Fill in the required information.

Click "Continue to Step 4"

CITI - Learner Registration

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓦ
Why does CITI Program use these categories? ⓦ
Why does CITI Program ask about your gender? ⓦ

* indicates a required field.

* Your Gender Is:

  ◯ Male

  ◯ Female

  ◯ I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

Fill in the required information.

Click "Continue to Step 5"

CITI - Learner Registration

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?

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, informat the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligib purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, an **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Pro update your Profile.

If you're not sure, you can change your answer later.

  ◯ Yes
  ◯ No
  ◯ Not sure. Ask me later

Answer the required questions. The most common answer to the one above is "no".

Click "Continue to Step 6"

CITI - Learner Registration

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

Please provide the following information requested by Missouri State University

* indicates a required field.

Language Preference

[▼]

* Institutional email address

[   ]

Gender

[▼]

Highest degree

[▼]

Employee Number

[   ]

* Department

[   ]

* Role in research

[▼]

Fill in at least the 3 required fields in this area. Most students will choose either **Student Researcher – Undergraduate** or **Student Researcher – Graduate** from the "Role in research" drop-down.

Click "Continue to Step 7"

Select Curriculum - Missouri State University

* indicates a required field.

View instructions page

Question 1

Human Subjects Protection

Select the group appropriate to your research activities. You will be placed in the basic course for that group.

Choose one answer

○ Biomedical Researchers

● Social-Behavioral-Educational Researchers

○ IRB Members

Question 1: Choose the subject area you need. For most this will be **"Social-Behavioral-Educational Researchers"**.

Question 2

Human Subjects Refresher course

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects. You will be placed in the refresher course of that group.

Choose one answer

○ Biomedical Researchers

○ Social-Behavioral-Educational Researchers

○ IRB Members

● I have not previously completed an approved Basic Course.

Question 2: **Choose "_I have not previously completed an approved Basic Course_"**

Ignore all other Curriculum questions!

Click "Complete Registration"

You should now be on this page.

To start your course, click the name of the course you wish to enter and proceed from there.