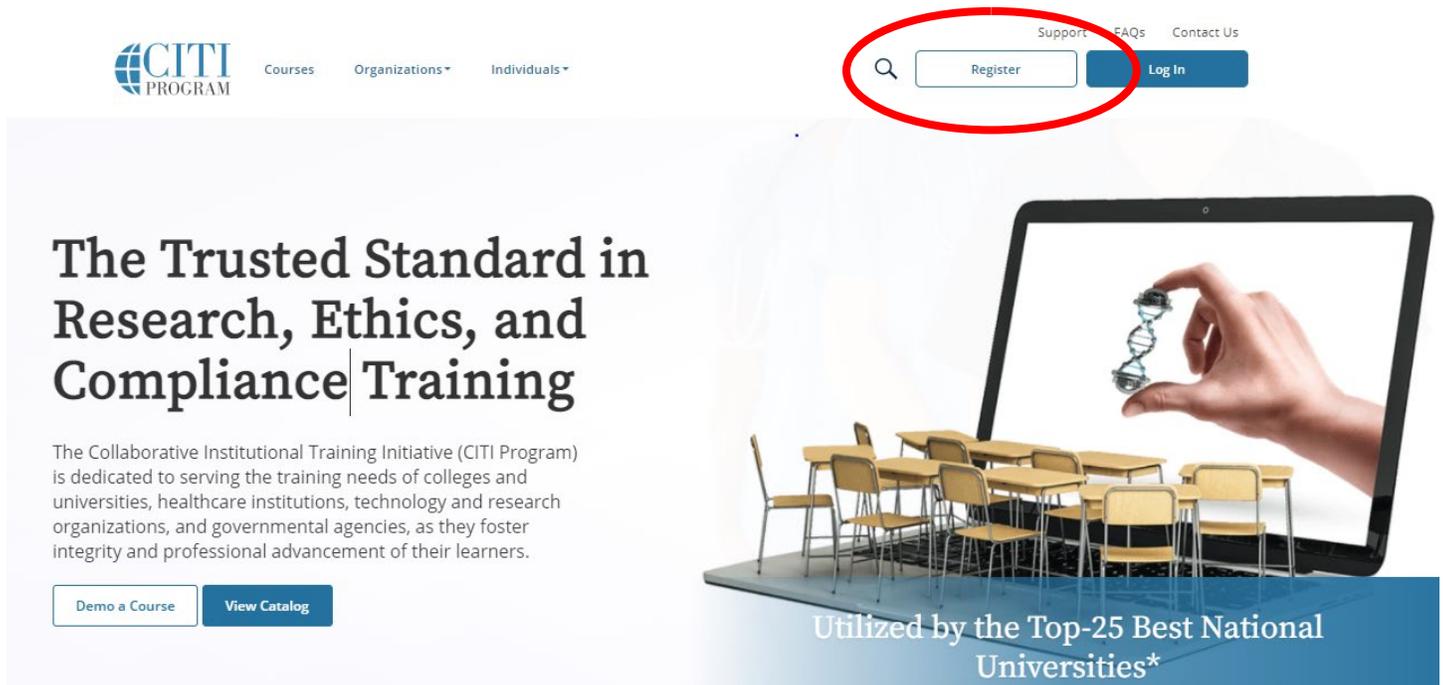


# Instructions for Accessing CITI Training Modules

Go to the CITI homepage: <https://about.citiprogram.org/en/homepage/> and click “Register”:



## Step 1 – Select Your Organization Affiliation

- In Block 1, enter “Skidmore College”
- Select “I AGREE to the Terms of Service for accessing CITI Program materials.”
- Select “I affirm that I am an affiliate of Skidmore College”
- Click “Continue to Create Your CITI Program Username/Password”

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. ⓘ

Skidmore College 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 Skidmore College.

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

## Step 2 – Personal Information

- In Block 1, enter your first and last name
- In Block 2, enter your primary email address twice
- In Block 3, enter a secondary email address twice (optional)
- Click “Continue to Step 3”

**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](#)

### Step 3 – Create Your Username and Password

- In Block 1, select a User Name
- In Block 2, select a Password and enter it twice
- In Block 3, select your security question
- In Block 4, enter your security answer
- Click “Continue to Step 4”

**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 4 – Country of Residence

- In Block 1, search for your country of residence
- In Block 2, select “No”
- Click “Continue to Step 5”

\* 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.

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

- Yes
- No

Continue To Step 5

### Step 5 – Continuing Education Unit (CEU) Credit

- Select “No” in response to “Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?”
- Click “Continue to Step 6”

\* 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 recertification 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 grad 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 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

[Continue To Step 6](#)

## Step 6 – Skidmore College Member Profile

- The following fields (marked with an \*) are required:
  - Institutional email address
  - Department
  - Role in research (students should select "Student Researcher – Undergraduate")
- Click "Continue to Step 7"

Please provide the following information requested by Skidmore College

\* indicates a required field.

Language Preference

\* Institutional Email Address

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

Enter a valid Institutional Email Address.

\* Verify Institutional Email Address

Re-enter Institutional Email Address.

Gender

Highest Degree

Employee Number

\* Department

\* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue to Step 7](#)

### Step 7 – Select Curriculum

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
  - Select the appropriate learner group based on your role and the type of human subjects activities you will conduct:

\* 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.

Choose one answer

- Group 1: Biomedical Research
- Group 2: Social & Behavioral Researchers
- Group 3: IRB Members
- I do not need to enroll in a Human Research course.

- Question 2 – Institutional/Signatory Officials & IRB Chair
  - Skip this question

Question 2 **SKIP**

Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

Choose all that apply

- Institutional/Signatory Officials
- IRB Chair

- Question 3 – Good Clinical Practice
  - Select this option if you want to take Good Clinical Practice (GCP)

**Question 3**

If you want to take Good Clinical Practice (GCP) please make your selection below.

Choose all that apply

Good Clinical Practice (GCP)

- Question 4 – Responsible Conduct of Research (RCR)
  - Select the course appropriate for your area of study



**\* Question 4**

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- I do not need to take a RCR course.

- Question 5 – Laboratory Animal Welfare
  - Select the appropriate courses, species specific electives, and species specific modules based on your role and the type of research involving lab animals you will conduct



**Question 5**

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

**Species Specific Modules**

- I work with Fish.  
This course is currently under construction and not available at this time. Please make another selection
- I work with Frogs, Toads or other Amphibians
- I work with lizards, snakes or other reptiles.  
This course is currently under construction and not available at this time. Please make another selection

- 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 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)
- Working With Animals In Biomedical Research - Refresher Course

- Question 6 – Biosafety/Biosecurity
  - Select the course appropriate for your area of study

Question 6

### Biosafety/Biosecurity

Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

Choose all that apply

- Group 1: Biosafety Level 1
- Group 2: Biosafety Level 2

*(Note: Question 7 is omitted on the CITI site)*

- Question 8 – Revised Common Rule
  - Select **“Not at this time”**
- Click **“Complete Registration”**

Question 8

### Revised Common Rule

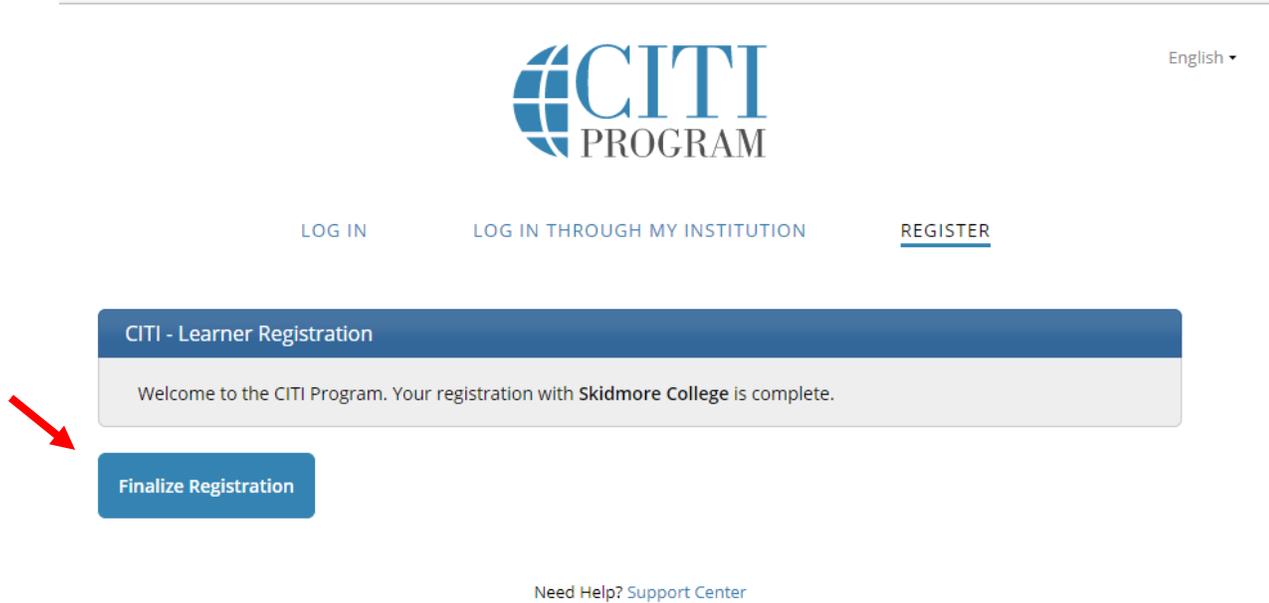
Please make your selection below if you wish to be enrolled in the Revised Common Rule course.

Choose one answer

- Researchers
- IRB Members
- IRB Chair
- Not at this time.

**Complete Registration**

## Step 8 – Click “Finalize Registration”



The screenshot shows the CITI Program registration completion page. At the top center is the CITI PROGRAM logo. To the right, there is a language dropdown menu set to "English". Below the logo, there are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (which is underlined). A blue header bar contains the text "CITI - Learner Registration". Below this, a grey box contains the message: "Welcome to the CITI Program. Your registration with Skidmore College is complete." A red arrow points to a blue button labeled "Finalize Registration". At the bottom center, there is a link that says "Need Help? Support Center".

## Step 9 – View Registered Courses

Once you click “Finalize Registration,” you will be taken to a page where you can view your registered CITI course(s).

- Click on “**View Courses**”

✔ 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](#).

Skidmore College

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

- Click on “**Start Now**” next to the title of your registered course to begin the course. You will be asked to complete the “Integrity Assurance Statement” before completing the required modules in order to pass that course.

## Skidmore College

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

Skidmore College

Physical Science Responsible Conduct of Research Course 1.

Stage 1 - Basic Course

0 / 10 modules completed

[Start Now](#)



### Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

Also on this page, you can add a course, remove a course, view previously completed coursework; update institution profile; view instructions page; or remove your affiliation with Skidmore (see “My Learner Tools for Skidmore College”):

#### My Learner Tools for Skidmore College

- 🔗 [Add a Course](#)
- 🔗 [Remove a Course](#)
- 🔗 [View Previously Completed Coursework](#)
- 🔗 [Update Institution Profile](#)
- 🔗 [View Instructions page](#)
- 🔗 [Remove Affiliation](#)

***If you encounter any problems with the registration or logging in, please contact:***

***Lisa Burke***  
***Assistant Director, Office of Sponsored Research***  
***lburke@skidmore.edu***

***or***

***Olivia O'Malley***  
***Assistant Director, Office of Sponsored Research***  
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