CITI Registration Instructions

Step 1 – Select your Organizational Affiliation

- Go to https://about.citiprogram.org/ Click on the Register button on the top right of the page.
- Click "Select your Organization Affiliation" and enter "**Skidmore College**" in the search box.
- Click the box to "**Agree to the Terms of Service**". Then click the box to affirm that you are an affiliate of Skidmore College.
- Click "**Create a CITI Program account**".

Step 2 – Personal Information

- Enter your information in the appropriate boxes. You can include a personal email as either the primary or the secondary option.

Step 3 – Create your Username and Password

- Follow the on-screen instructions to create a Username and Password.
- Select a security question and answer.

Step 4 – Country of Residence

- Please enter your Country of Residence.

Step 5 – Continuing Education Unit (CEU) Credit

- If you choose "Yes" as your answer to the CEU credits, you will have the ability to request and personally pay for those credits later if you decide you need them. Choosing "Yes" does not obligate you in any way; it only makes them accessible to you.
- You may choose to allow CITI Program to contact you to participate in a research survey, but a "Yes" answer is not required by Skidmore.

Step 6 – Skidmore College Member Profile

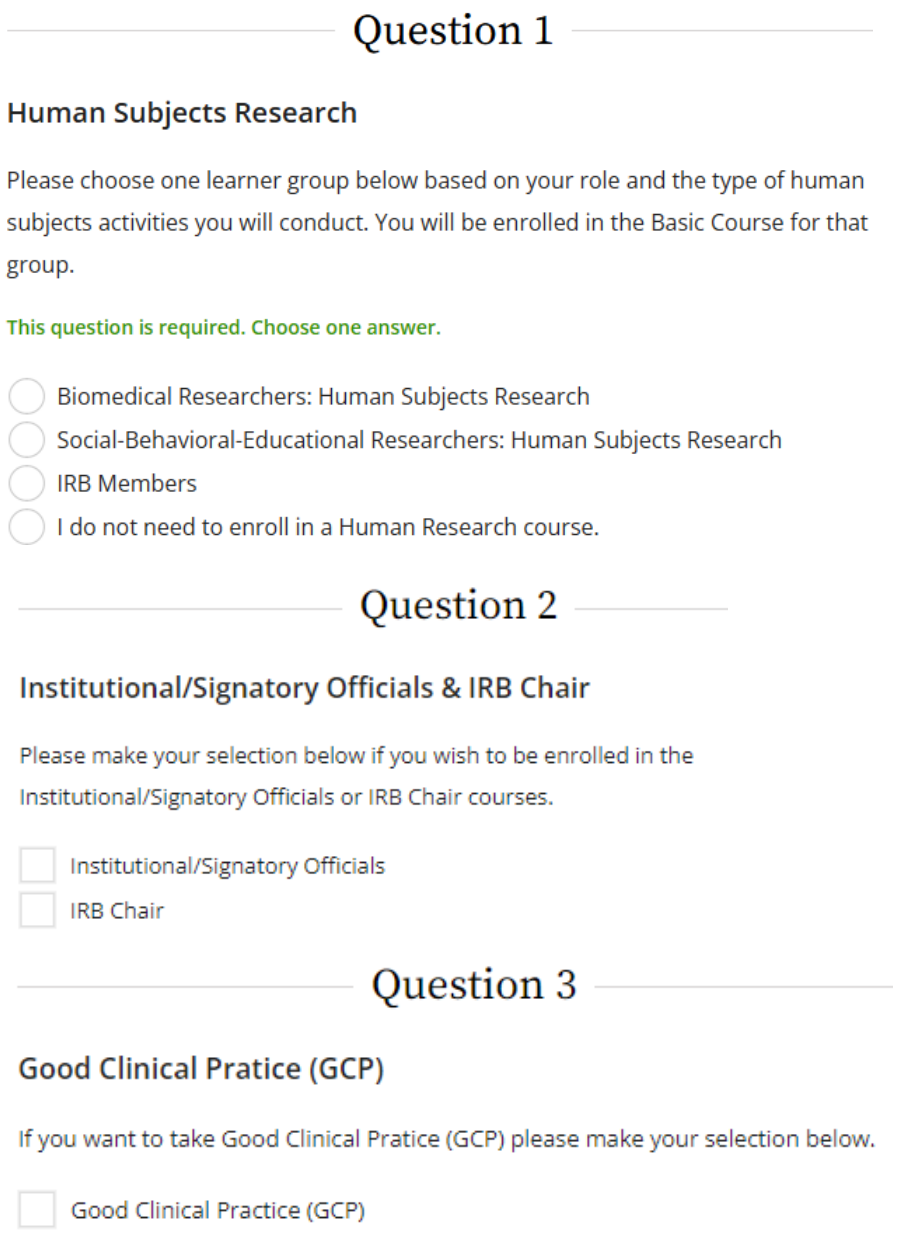
- For "Institutional email address," if you do not have a Skidmore email address, please provide a personal one like @gmail, @yahoo, etc.
- Enter your department for the required "Department" question
- Click the drop-down box to select the required "Role."
- Click the drop-down box for "Which course do you plan to take first?" and make your selection. You can add courses as needed after you have created your profile.

Step 7 – Select Curriculum

- In the course selection list, check the box next to the course(s) you need.
- Click "**Next**" at the bottom. You will see a series of follow-up questions. Choose the correct course at the top that relates to your research as well as any other courses that apply.
- Click "**Next**" at the bottom of each question page. If you have chosen any other course additions, you might see additional follow up questions. The last step is to click the "**Finalize Registration**" box. After all steps are completed, you will return to your list of courses.

CITI Course Enrollment Instructions

- Log in to your CITI account.
- Click "**My Courses**" along the top menu.
- Next to "Skidmore College" click "**View Courses**."
- Scroll to the bottom of the page and click "**Add a Course**" within the "**Learner Tools for Skidmore College**" box.
- Respond as needed to the below questions:



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.

This question is required. Choose one answer.

- Biomedical Researchers: Human Subjects Research
- Social-Behavioral-Educational Researchers: Human Subjects Research
- IRB Members
- I do not need to enroll in a Human Research course.

Question 2

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.

- Institutional/Signatory Officials
- IRB Chair

Question 3

Good Clinical Pratice (GCP)

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

- Good Clinical Practice (GCP)

Question 4

Responsible Conduct of Research (RCR)

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

This question is required. 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

RCR Casebook

Please select the RCR Casebook course below.

- ( ) RCR Casebook

Question 6

Lab Animal Research

Please make your selection below based on your group in order to enroll in the lab animal training courses that are required for you:

- [ ] Research Investigator and Co-Investigators Listed on Protocols
- [ ] Animal Care Technicians
- [ ] Research Administrators and Staff
- [ ] IACUC Members and IACUC Administrative Support
- [ ] IACUC Community Member
- [ ] Students Working with Animals

Other IACUC courses:

- [ ] Institutional Official: Animal Care and Use
- [ ] IACUC Chair

Question 7

Biosafety/Biosecurity

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

- [ ] Group 1: Biosafety Level 1
- [ ] Group 2: Biosafety Level 2

Question 8

Revised Common Rule

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

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

Question 9

Laser Safety

Would you like to take the Laser Safety course?

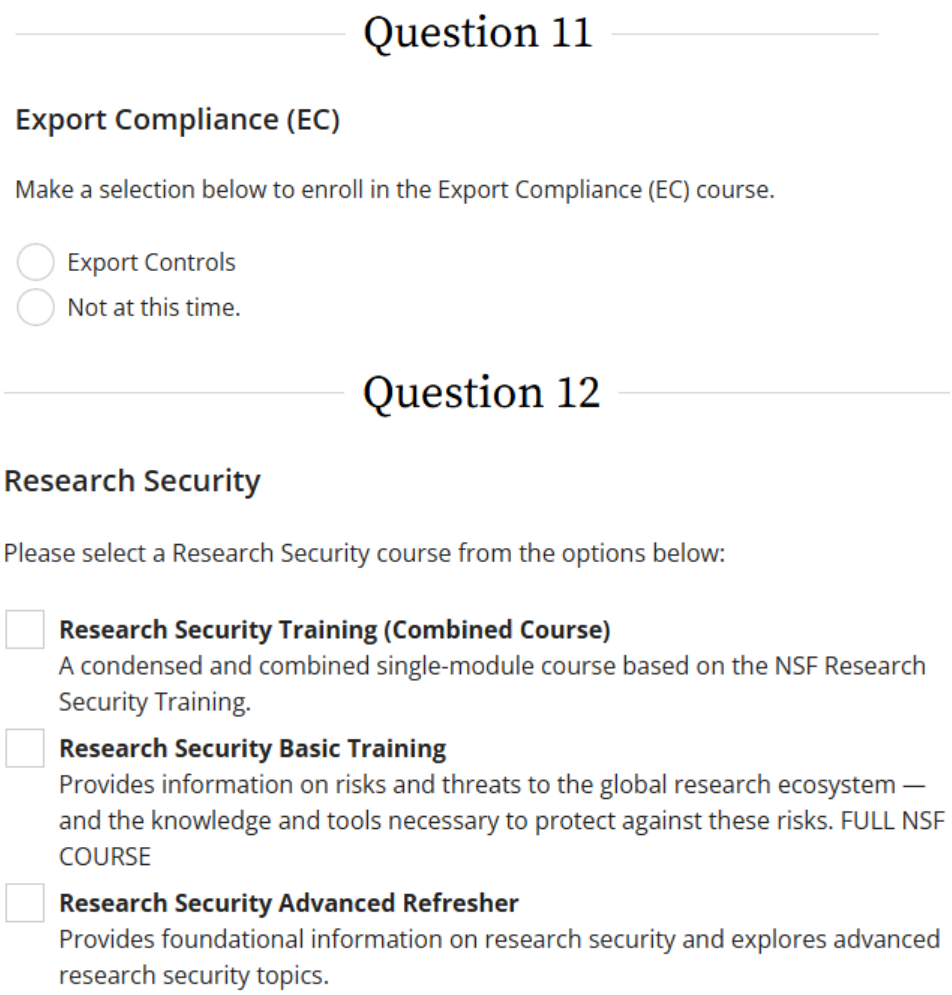
- [ ] Yes
- [ ] Not at this time.

Question 10

Conflicts of Interest (COI)

If you want to take Conflicts of Interest (COI) please make your selection below.

- ( ) Conflicts of Interest
- ( ) COI - Other Federal Sponsors
- ( ) I do not need to enroll in a Conflicts of Interest (COI) course



- Click "**Submit**" at the bottom. You will now be able to take your selected courses.

Once all required modules are completed successfully within your selected course, you will be shown a "View course completion history and print completion certificates" link. There is also an option to "View/Print" or "Share" your *Completion Record* of each course at the *Courses* menu once it has been completed. We recommend that you save the certificate for your records.