



## Registration Instructions

1. Go to: <https://www.citiprogram.org>

A screenshot of the Citi Program website's login page. At the top center is the "CITI PROGRAM" logo. To the right of the logo is a language selector labeled "English" with a downward arrow. Below the logo are three navigation links: "LOG IN" (underlined), "LOG IN THROUGH MY INSTITUTION", and "REGISTER". An arrow points from the "REGISTER" link towards the top right corner of the page. Below the navigation links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. Below these fields is a blue "Log In" button. At the bottom of the page is a link that says "Need Help? Support Center".

English ▾

[LOG IN](#)    [LOG IN THROUGH MY INSTITUTION](#)    [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

[Need Help? Support Center](#)

2. Click "register in the top right corner"


[LOG IN](#)[LOG IN THROUGH MY INSTITUTION](#)[REGISTER](#)

### CITI - Learner Registration

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

You must make a selection below.

#### Select Your Organization Affiliation

Search for organization: Enter full or partial name Can't find your institution? It may use Single Sign On. [Check here.](#)

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

 I AGREE to the [Terms of Service](#) for accessing CITI Program materials.[Continue To Step 2](#)

#### Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

 I AGREE to the [Terms of Service](#) for accessing CITI Program materials. I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.[Continue As Independent Learner \(Fees Apply\)](#)[Need Help? Support Center](#)

3. Type in the school's name, click to agree to the terms and conditions and click "continue to step 2"

[LOG IN](#)[LOG IN THROUGH MY INSTITUTION](#)[REGISTER](#)

### CITI - Learner Registration - Alabama College of Osteopathic Medicine

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](#)[Need Help? Support Center](#)

4. Fill in information at the top of the page and then click "continue to step 3"

CITI - Learner Registration - Alabama College of Osteopathic Medicine

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

janedoe1

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

What's your pet's name?

\* Security Answer

spot

Continue To Step 4

5. Fill in your desired user name, password and security question/answer and then click "continue to step 4"

[LOG IN](#)

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[REGISTER](#)

CITI - Learner Registration - Alabama College of Osteopathic Medicine

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

\* indicates a required field.

\* 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.

United States

Continue To Step 5

6. Choose "United States" and "Continue to step 5"

## CITI - Learner Registration - Alabama College of Osteopathic Medicine

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 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

\* Can CITI Program contact you at a later date regarding participation in research surveys? 

- Yes
- No
- Not sure. Ask me later

[Continue To Step 6](#)

7. You must decide if you want to use modules as continuing education credits (a fee may apply). You will also have to choose if you want to be contacted with research surveys. Then "continue to step 6"

CITI - Learner Registration - Alabama College of Osteopathic Medicine

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

Please provide the following information requested by Alabama College of Osteopathic Medicine

\* indicates a required field.

Language Preference

\* 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](#)

8. Fill out the learner information and “continue to step 7”



English

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

## CITI - Learner Registration - Alabama College of Osteopathic Medicine

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.

Click [here](#) to review the Alabama College of Osteopathic Medicine instructions page.

### 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

- Faculty
- Students
- IRB Members
- Research Administration
- Not at this time.

### Question 2

#### Good Clinical Practice (GCP)

Please select the Good Clinical Practice course that you will like to review.

Choose one answer

- Faculty (GCP)
- Students (GCP)
- Research Administration (GCP)
- Not at this time.



### Question 3

#### Responsible Conduct of Research (RCR)

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

Choose one answer

- Faculty (RCR)
- Students (RCR)
- Research Administration (RCR)
- Not at this time.

### Question 4

#### Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

### Question 5

#### Information Privacy Security (IPS)

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

- Faculty (IPS)
- Students (IPS)
- Research Administration (IPS)
- Not at this time.

### Question 6

#### Animal Care and Use (ACU)

Do you conduct studies that use Lab animals?

Choose one answer

- Faculty (ACU)
- IACUC members (ACU)
- IACUC community members (ACU)
- Not at this time.

#### Question 7

### Institutional/Signatory Official

Select the group appropriate to your research activities.

Choose all that apply

- Institutional Official: Animal Care and Use
- Not at this time.

#### Question 8

### Biosafety/Biosecurity (BSS)

Please make your selection below to receive the courses in the Biosafety/Biosecurity.

Choose one answer

- Faculty (BSS)
- Students (BSS)
- Biosafety Committee\Biosafety Officer (BSS)
- Research Administration (BSS)
- Not at this time.

#### Question 9

### Export Controls

Please make your selection below to enroll into the CITI US Export Control Regulations course.

Choose one answer

- CITI Export Controls
- Not at this time.

#### Question 10

### IRB Chair

Please make your selection below if you wish to be enrolled in the IRB Chair course.

Choose all that apply

- IRB Chairs and Vice-Chairs
- Not at this time.

Question 11

### Institutional/Signatory Officials

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials course.

Choose one answer

- Institutional/Signatory Officials
- Not at this time.

[Complete Registration](#)

9. Best choose your role in each of the questions. If you think there is a chance you will be interested in one of the sets of modules go ahead and choose your role, if you are sure you will never be interested in that module choose "not at this time".

For work in the lab please complete:

- RCR
- BSS
- And ACU (if it applies)

For human subjects research including surveys please complete:

- Human Subjects Research
- RCR
- IPS

For students or faculty trying to take/update their FERPA or HIPPA please choose your correct classification for **IPS**

In Addition, all faculty should take COI and all Clinical faculty should take GCP

Then click "Complete Registration"



English ▾

[LOG IN](#)

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[REGISTER](#)

#### CITI - Learner Registration

Welcome to the CITI Program. Your registration with **Alabama College of Osteopathic Medicine** is complete.

[Finalize Registration](#)

10. Depending on which modules you choose your welcome page should look something like this:

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

✔ Your request has been successfully submitted.

Alabama College of Osteopathic Medicine Courses

Course	Status	Completion Record	Survey
CITI Export Controls Course	Not Started	Not Earned	
Conflicts of Interest (COI)	Not Started	Not Earned	
Faculty	Not Started	Not Earned	
Faculty (ACU)	Not Started	Not Earned	
Faculty (BSS)	Not Started	Not Earned	
Faculty (GCP)	Not Started	Not Earned	
Faculty (IPS)	Not Started	Not Earned	
Faculty (RCR)	Not Started	Not Earned	

My Learner Tools for Alabama College of Osteopathic Medicine

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

Click here to affiliate with another institution

Affiliate as an Independent Learner

11. When you click on individual set of modules you will need to complete all of the “required modules” in order to have a complete score



### Conflicts of Interest (COI) - Stage 1

To pass this course you must:

- Complete all 3 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score

0%

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

#### Required Modules

	Date Completed	Score
CITI Conflict of Interest Course - Introduction (COI-Basic) (ID: 15177)	Incomplete	0/0 (0%)
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)	Incomplete	0/0 (0%)
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)	Incomplete	0/0 (0%)

#### Supplemental Modules

	Date Completed	Score
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules		
Conflicts of Commitment and Conscience (COI-Basic) (ID: 15073)	Incomplete	0/0 (0%)

12. When all the required modules are complete in a section you will see this on the welcome page:

Conflicts of Interest (COI)	Passed 10/26/2015	<a href="#">View/Print</a> <a href="#">Share</a>	<a href="#">Post-course evaluation</a>
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13. YOU WILL NOT BE ABLE TO START ANY COURSE WITHOUT COMPLETING THE **INTEGRITY ASSURANCE STATEMENT** AT THE TOP OF THE COURSE TITLE.



Research Administration (ACU) - Basic Course

To pass this course you must:

- Complete all 47 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score

0%

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules

	Date Completed	Score
Introduction to Working with the IACUC (ID: 1807)	Incomplete	0/0 (0%)

Please see these additional CITI instructions:

### To Enroll in a Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in Human Subject Research / Lab-Animal Welfare or other curriculum as decided by your institution.
2. Your institution has prescribed your course curriculum. Your role in research does not affect your curriculum choices. The course(s) you are enrolled in depends only on your answers to the "Select Curriculum" questions.
3. The next page is the **Main Menu**. This page lists the courses you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you.
  - o The **Add a Course or Update Learner Groups** link allows you to go to the enrollment questions and change your "**Learner Group**" by providing new responses to the enrollment questions.
  - o The **View Previously Completed Coursework** link allows you to see your past scores, view expirations, and print completion reports.
  - o The **Update Institution Profile** link allows you to update your institution-specific details, such as your institutional ID or employee number, email, department, role in research, etc.
  - o The **View Instructions page** link brings you back to this page.
  - o The **Remove Affiliation** link allows you to unaffiliate with an institution if you are no longer required to be certified under them and wish to no longer receive email notifications regarding courses under the institution. Please be aware that you will not have access to previous scores or completion reports obtained under the institution unless you remain affiliated.
  - o You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
4. Click the **Title of the Course** to begin or continue the course.
5. Please **Complete the Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.
6. Complete the Required modules and associated quizzes.
7. Complete the required number of Elective modules and associated quizzes
8. When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of **Optional Modules**. You may return to the course site at a future time to review these modules. Please be aware that Optional Modules **do not** count towards nor appear on a completion report.
9. When you complete all required modules successfully, you may print your completion report through the link: **Print Report** from your Main Menu or your **Previously Completed Coursework** page.

The **Basic Course** for Humans Subjects Research and the LabAnimal Welfare **Core Courses** will require 4-6 hours to complete depending on the curriculum prescribed by your organization. You are encouraged to use multiple log on sessions.

### To Complete the Course:

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Scores obtained **after** a completion report has been issued **will not** be reflected on the completion report.
- Print or download a **Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report. The **My Reports** page will allow you to access any completion reports you have earned.
- Submit a voluntary, anonymous user satisfaction survey.

### Questions:

- Technical issues should be addressed to [support@citiprogram.org](mailto:support@citiprogram.org) or to 888-529-5929.
- Questions regarding your requirements should be addressed to your IRB training coordinator.

[Close This Window to Return](#)

[Print for Reference](#)

To print your completion record:

Click "view/print" next to set of modules you wish to print the record for