CITI Registration Instructions

To get started, go to CITI at http://www.citiprogram.org

If you are a new user, you must complete the new user information section of CITI and register.

If you are already registered at CITI, you will be asked your Username and Password. If you have forgotten your login information, simply click “Forgot login information” on the CITI homepage.

![New Users Register Here](image)

![Already Registered? Login Below](image)

Username

Password

Submit

1. CITI will ask you the following questions and make a selection about your organization. Choose your institution from the appropriate dropdown menu. Please choose Children’s Hospital Los Angeles. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Canadian Institutions:
2. You will then be asked to create your username and password. Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols “@”, “.”, and “_”. No spaces or other characters are allowed. Your username is **not** case sensitive. “A12B34CD” is the same as “a12b34cd”.

   **Username:**

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not** case sensitive; “A12B34CD” is the same as “a12b34cd”.

   **Password:**

   **Verify Password:**

3. Next, you will be asked your name:

   **First Name:**

   (100 characters maximum)

   **Last Name:**

   (100 characters maximum)

4. Next, you will be asked to enter your email address:

   **Preferred Email:**

   (100 characters maximum)

   **Verify Preferred Email:**

   (100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be
mailed both to your preferred email address and your secondary email address.

**Secondary Email:**

(100 characters maximum)

**Verify Secondary Email:**

(100 characters maximum)

5. Once you have completed the registration, click the submit button:

Submit  Cancel

The next area will ask you about your “Member Information”. Complete all fields marked with an asterisk.

<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Preference</td>
<td></td>
</tr>
<tr>
<td>* Institutional email address</td>
<td></td>
</tr>
<tr>
<td>* Gender</td>
<td></td>
</tr>
<tr>
<td>* Highest degree</td>
<td></td>
</tr>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>* Department</td>
<td></td>
</tr>
<tr>
<td>* Role in human subjects research</td>
<td></td>
</tr>
<tr>
<td>Address Field 1</td>
<td>4650 Sunset Boulevard</td>
</tr>
</tbody>
</table>

If you don’t have an employee number (or if you are a student or volunteer), please provide the name of the staff or faculty overseeing you.
<table>
<thead>
<tr>
<th>Address Field 2</th>
<th>Mailstop #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Field 3</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>90027</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>* Office Phone</td>
<td>323-361-xxxx</td>
</tr>
<tr>
<td>* Which course do you plan to take?</td>
<td>Basic Human subjects - Biomedical Basic Human subjects - Biomedica</td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>* Will you need iStar access?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Institution</td>
<td></td>
</tr>
</tbody>
</table>

If you are a member of an institution other than CHLA please list the institution here

Once you have completed this section, click the submit button:

Submit  Cancel

At this point, you may be asked if you wish to register with another institution. This could be very useful if:

- You are required to complete the requirements for a VA Medical Center.
- You are collaborating with an investigator at another institution/organization that uses the CITI Program.
- You are planning to move to another institution that uses the CITI Program.
You want to review CITI Courses (e.g., RCR or HIPS) that may not be offered by your institution.

**You will now be asked to select a curriculum:**

Choose your appropriate path below:
(Choose one answer)

Choose all that apply

- [x] Human Research Course (CCI Certification)
- [ ] Good Clinical Practice Course (GCP Certification)
- [ ] IACUC Courses
- [ ] IBC Courses

Human Research:
Do you need to enroll in a basic course or refresher course?

Choose all that apply

- [ ] Basic Course (Original Certification)
- [ ] Refresher Course (Recertification)

Individuals who have completed the CCI human subjects training and need to recertify must take one or both refresher courses

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 Refresher Course for that group.

Choose one answer

- [ ] **Biomedical**: Researchers and research staff (including faculty, staff, and students) who are engaged, primarily or exclusively, in research in the Biomedical Sciences.
Social/Behavioral: Researchers and research staff (including faculty, staff, and students) who are engaged, primarily or exclusively, in research in the Social and/or Behavioral Sciences.

IRB Member

Will you need iStar access? Yes or No

Once you have chosen a course, click the next button:

Next  Start Over

This ends the registration portion of CITI (for new users) and you will now enter the Main Menu page of the website where you will click on the course you wish to complete.

You may log out of the course at any time and return to the website at your convenience to complete the modules at your own pace.