

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](#)

 **Already Registered?** [Login Below](#)

Username

Password

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:

India Participating Institutions:

Korea Participating 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:

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
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The next area will ask you about your “Member Information”. Complete all fields marked with an asterisk.

Name	
Language Preference	<input type="text" value="English"/>
* Institutional email address	<input type="text"/>
* Gender	<input type="text"/>
* Highest degree	<input type="text"/>
Employee Number	<input type="text"/>
* Department	<input type="text"/>
* Role in human subjects research	<input type="text"/>
Address Field 1	<input type="text" value="4650 Sunset Boulevard"/>

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.

Address Field 2	<input type="text" value="Mailstop #"/>
Address Field 3	<input type="text"/>
City	<input type="text" value="Los Angeles"/>
State	<input type="text" value="CA"/>
Zip/Postal Code	<input type="text" value="90027"/>
Country	<input type="text"/>
* Office Phone	<input type="text" value="323-361-xxxx"/>
* Which course do you plan to take?	<input type="text" value="Basic Human subjects - Biomedical Basic Human subjects - Biomedica"/> ▼
Home Phone	<input type="text"/>
* Will you need iStar access?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Institution	<input type="text"/> 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:

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
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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

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

Next Cancel

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 re-certify must take one or both refresher courses

Next Start Over

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	<u>S</u> tart Over
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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.