

Step-by-Step Instructions for CITI Training (current as of 8/22/22)

These instructions are tailored to *Undergraduate Students in social-science research methods courses*.

All others should adjust pertinent details accordingly.

TO SIGN UP...

Go to www.citiprogram.org.

- In upper right corner of page, click **Register**.
- In Step 1, type *Western CT State University* – **exactly as typed here or you won't find our school**. Next, click to Agree to terms, then to Affirm affiliation. *Skip Independent Learner option (\$)*. Click **Create CITI Program account**.
- In Step 2, enter your Names & email (use an email address you actually check frequently). *Skip Secondary email address*. Continue to Step 3.
- In Step 3, create a Username and Password, Choose a Security Question, Type your Answer. Continue to Step 4.
- In Step 4, specify country of residence. Select **No** for completing survey & Marketing. Continue to Step 5.
- In Step 5, select **No** for CEU credits and Continue to Step 6.
- In Step 6,
 - a. Indicate your preferred language.
 - b. Give your WestConn email address (whether or not it's the one you used earlier)
 - c. For your **highest degree** – *High School* if you're an undergraduate.
 - d. Skip Employee # & Department
 - e. For **Your role in research** choose *Student Researcher – Undergraduate*
 - f. Skip address info; you don't need to provide it.
 - g. For **Office Phone**, enter 000-000-0000 & Continue to Step 7.
- In Step 7,
 - a. Question 1 (Human Subjects Research). Profs require different courses (e.g., "Students conducting no more than minimal risk research") so **ASK them first!!** Jessi's students: select **Social & Behavioral Research Investigators**. (**Do NOT use student option for our class!**)
 - b. Question 2 (GCP). Leave the Good Clinical Practice box blank (skip it).
 - c. Question 3 (RCR course). Select **Social and Behavioral Responsible Conduct of Research Course** [After registered, you can always return to Add a Course from your Main Menu.]
 - d. Question 4 (HIPS). Unless needed for your particular study, leave boxes blank (skip it).
 - e. Question 5 (Lab Animal Welfare). Leave all boxes blank (skip all).
 - f. Question 6 (COI). Students can select No.
 - g. Question 7 (Biosafety/security). Leave all boxes blank (skip all).
 - h. Click **Complete Registration**.
- NOW, Click **View Courses** to access your Main Menu. Choose a course (under Courses Ready to Begin) & **Start Now**. *Once you begin a course, you don't have to finish it all in one sitting.*

TO TAKE THE MODULES...

- Agree to the Assurance Statement so 1st module is now linkable. Click to proceed; each module opens as you go.
 - a. Choose **Classic** (read at own pace) or **Audio-Visual** (takes longer!). Each page embeds linkable content (part of the material). At each page-end, click **Go to the next module OR Take the Quiz**.
 - * Hold Ctrl (Mac: Command) key *while clicking* Quiz link to open the quiz in a new tab (for access to material).
 - b. After submitting a quiz, see your scores, the correct answers, & comments. *Make sure to read the comments for each one!* Then, click on "View the next required module" to proceed. From the main menu, you can always **Return to the module list for this course** to come back/resume the course.
 - * Certification requires min. 80% *average* across all course modules. **Return to Gradebook** to see overall average (top-right circle) achieved so far. You can re-take modules as often as necessary to raise your average. Do NOT complete/finish a course until your module average is 80% or higher!
- After pass/completing course, access Completion Report. You'll always have later access to this report from the Main Menu.
 - a. If you need a printed report, click **VIEW** in the Completion Report column (you don't need to view completed modules). *My students just submit as BB Assignment (i.e., screen shot/image or pdf attachments)*.
 - b. **NOTE: If you're doing CITI training for an IRB study** (i.e., not for a class), **you DO NOT need to print or attach the certificate to your IRB proposal**. IRB auto-receives CITI records for everyone WCSU-affiliated.