## Instructions for Registering for Animal Research CITI Training



Go to <u>www.citiprogram.org</u> and click "Register" at the top right of the screen.

Step 1. Select your Organization Affiliation: Western Carolina University

Home About Us Cours	Become a Subscriber CE Credits	News and Events Contact Us
CITI - Learner Registra	ion	
Steps: 1 2 3 4 5 6	7 Iow.	
Select Your Organizati	n Affiliation	
Search for organization: E	iter full or partial name 🥹	
Western Carolina	>	× Can't find your institution? It may use Single Sign On. Check here.
Western Carolina Univer list of choices provided. If again, click the "Search Ag	the selection is correct, click the "Continue to S in" button.	organization, enter its name in the box above, then pick from the Step 2" button immediately below. To clear your selection and try

Step 2. Enter your name and email address.

CITI - Learner Registration - V	Vestern Carolina University
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 you forget your username or pass	email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If sword, you can recover that information using either email address.
Secondary email address	Verify secondary email address
Continue to Step 3	

Step 3. Create a username, password, and security question.

vord
i0 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once the completion report.
0 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".
••••••

Step 4. Enter gender, ethnicity, and race (optional)



Step 5. Enter Continuing Education Credit preferences (optional – most will choose "no").

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 most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.
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

Step 6. Enter requested information. For the question, "Which course do you plan to take?" choose "Basic Human Subjects – Social and Behavioral Focus."

Steps: 1 2 3 4 5 6 7
Please provide the following information requested by Western Carolina University
* indicates a required field.
Language Preference
English
* Institutional email address
jlearner@wcu.edu ×
Gender
Male 🔽

## Step 7. Select your curriculum by answering the following questions:

Question 1. Select "No, I am not required to complete this course at this time."

Provide a response to all questions. Are you required to complete the CITI Course on the Protection of Human	tesearch Subjects before beginning your research project?
Are you required to complete the CITI Course on the Protection of Human	Research Subjects before beginning your research project?
Choose all that apply	
Yes, I conduct Social and Behavior Research with human subjects.	

Question 3. Select "No, I am not a member of the WCU IRB."

**Question 4.** Select "No," unless you are required to take Responsible Conduct of Research training (not required for IRB submission.)



**Question 5**. Select "No," unless you are required to take Conflict of Interest training (not required for IRB submission.)



Question 8. Select "Yes, I use animals in my research."

Question 9. Choose the elective that most closely fits your research animals



When finished, click "Complete Registration" and then "Finalize Registration" on the following page. You will then be able to start the "Investigators, Staff and Students." You will be required to complete the "Integrity Assurance Statement" before beginning.

