CITI Program New Learner Account Registration

Go to www.citiprogram.org

Find the register button on the upper right portion of the home page, and click it to bring up the registration page.
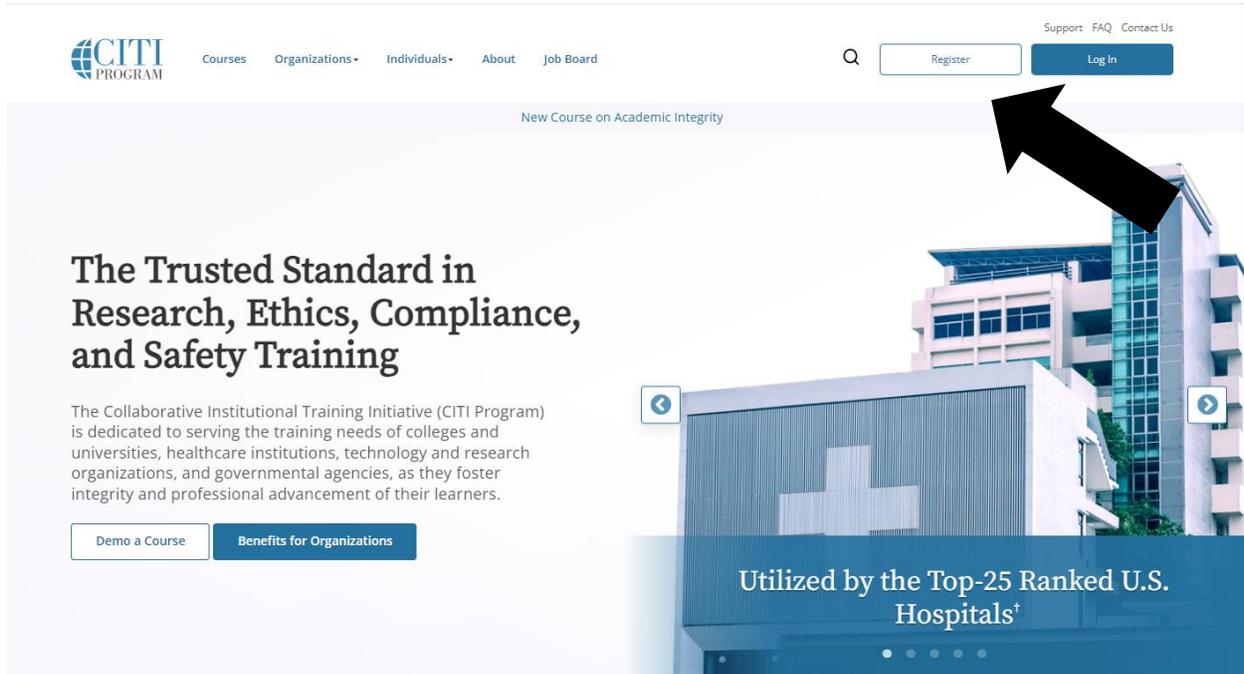
Step 1: Click on Select Your Organization Affiliation.

Enter Walsh University, click the two boxes, then click Create a CITI Program account.

Step 2 requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

CITI - Learner Registration - Walsh University

Steps : 1 **2** 3 4

Personal Information

* indicates a required field.

* First Name

Walsh

* Last Name

University

* Email Address

wuniversity@walsh.edu

* Verify email address

wuniversity@walsh.edu

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

wuniversity@gmail.com

Verify secondary email address

wuniversity@gmail.com

Continue To Step 3

Step 3 you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and which you can comfortably answer for the tech support team.

CITI - Learner Registration - Walsh University

Steps: 1 2 **3** 4

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

> WalshUniversity

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

> Dog

Continue To Step 4

Step 4 asks for your country of residence.

Also on this step, you must select if you are willing to be contacted by the CITI Program.

CITI - Learner Registration - Walsh University

Steps: 1 2 3 **4**

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? @

iD Connect your ORCID iD

* 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

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? @

○ Yes
● No

Finalize Registration

CE/CMEs

You are asked if you would like to purchase Continuing Education credits. This is optional and there is an additional cost associated with the CEUs which must be paid for by the Professional.

Your CE Credit Status

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.

- ○ 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 grade book page.

If you picked "YES", please check below the one type of credit you would like to earn.

- ○ Athletic Trainers - BOC Category A Hours
- ○ Dentists - ADA CERP Credits
- ○ Dietitians - CDR Continuing Professional Education Units
- ○ MDs, DOs, PAs - AMA PRA Category 1 Credits™
- ○ Nurses - ANCC CNE
- ○ Optometrists - COPE CE Credits
- ○ Other Participants - Certificates of Participation
- ○ Pharmacists - CPE Credits
- ● Psychologists - CE Credits
- ○ Social Workers - CE Credits

Submit

Affiliate with an Institution – Walsh University

This screen collects demographic information. <u>You only need to complete the fields with an asterisk in front of them</u>.

Affiliate with an Institution
Walsh University

Home > Profiles > Affiliate with an Institution

> ⓘ Please provide the following information requested by Walsh University.

Fields marked with an asterisk (*) are required.

Language Preference

| English | ▼ |

Institutional email address *
We recommend providing an email address issued by Walsh University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Walsh University officials identify your learning records in reports.

wuniversity@walsh.edu

Verify Institutional email address *

wuniversity@walsh.edu

Highest degree

| ... | ▼ |

Department *

Office of Research

Role? *

Research Administrator ▾

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Next

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Select Curriculum – Walsh University

The questions in this step enroll you in specific CITI Program courses.

Question 1: Human Subjects Research – required of all faculty, staff and students working with human subjects <u>as part of the IRB process</u>. Select from: not at this time, Clinical Researchers, or Social-Behavioral-Educational Researchers

Question 2: IRB Chair – <u>only required of the IRB chair</u>.

Question 3: Responsible Conduct of Research – required for faculty, staff and students working on <u>grant funded projects</u>. Select from: not at this time, Clinical Responsible Conduct of Research, Social and Behavioral Responsible Conduct of Research, Physical Science Responsible Conduct of Research, and Humanities Responsible Conduct of Research

Question 4: Conflict of Interest – required for faculty, staff and students working on <u>grant funded projects</u>. Select from: yes or no.

Question 5: Good Clinical Practice (GCP) – required for faculty, staff and students by **some** external laboratories (for clinical trial research) working with human subjects <u>as part of the IRB process</u>. Select from: GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus) or Not at this Time.

Question 1

Human Subjects Research

Required for faculty, staff, and students working with Human Subjects as part of the IRB application process

Please choose one learner group below based on your role and the type of human subjects activities you will conduct.

○ Not at this time.
   Faculty, staff, and students researchers select from:

○ Clinical Researchers: Choose this group to satisfy training requirements for Investigators and staff involved primarily in clinical research with human subjects.

◉ Social-Behavioral-Educational Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
   Other:

○ IRB Members: Group is only for IRB Committee members.

○ Finance & Human Resource Administrators: Group is only for university administration.

Question 2

IRB Chair: Only required for IRB Chair

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

☐ IRB Chair

Question 3

Responsible Conduct of Research

Required for faculty, staff, and students working on grant funded projects

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

○ Not at this time.
  Faculty, staff, and student researchers select from:

○ Clinical Responsible Conduct of Research Course

◉ **Social and Behavioral Responsible Conduct of Research Course**

○ Physical Science Responsible Conduct of Research Course

○ Humanities Responsible Conduct of Research Course
  Other:

○ Responsible Conduct of Research for Administrators: Group is only for university administration.

Question 4

Conflict of Interest

Required for faculty, staff, and students working on grant funded projects

Would you like to take the Conflicts of Interest course?

This question is required. Choose one answer.

◉ Yes
○ No

Question 5

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

○ GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)

◉ Not at this time.

Submit

You will now be able to access your courses by clicking on My Courses at the top. Your selected courses will appear under Courses Ready to Begin.

Welcome, Walsh
Add Institutional Affiliation
Register as Independent Learner

0	1
Courses Completed	Day of Membership

✓ You are now enrolled in the course(s) you selected.

✓ Your registration has been completed successfully.

Show Courses for: Walsh University ▼   Institution List

Walsh University

Active Courses   Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin   Learner Tools

Walsh University
Conflicts of Interest
Stage 1

0 / 2 modules completed   Start Now

Walsh University
Social and Behavioral Responsible Conduct of Research
Stage 1 - RCR

0 / 8 modules completed   Start Now

Walsh University
Social-Behavioral-Educational Researchers
Stage 1 - Basic Course

0 / 10 modules completed   Start Now

You will start a course by selecting Start Now.

Walsh University

Active Courses

You have no active courses for this Institution.

Courses Ready to Begin

Walsh University
Conflicts of Interest
Stage 1|

0 / 2 modules completed   **Start Now**

Walsh University
Social and Behavioral Responsible Conduct of Research
Stage 1 - RCR

0 / 8 modules completed   **Start Now**

Walsh University
Social-Behavioral-Educational Researchers
Stage 1 - Basic Course

0 / 10 modules completed   **Start Now**
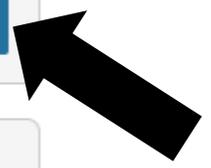
Agree to the Terms of Service and Privacy and Cookie Policy.

Assurance Statement
Conflicts of Interest - Stage 1

CITI Program's Terms of Service and Privacy and Cookie Policy include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact CITI Program Support if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

☑ I AGREE to the above, the Terms of Service, and the Privacy and Cookie Policy, in order to access CITI Program materials.

Cancel   Submit

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For each course, you are only required to complete the Required Modules at the top (not the Supplemental Modules).

You have unfinished required or elective modules remaining.

Required Modules

Complete all 2 required modules.

Modules	Completed	Score	
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID 15070)	Incomplete	-	**Start**
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID 15072)	Incomplete	-	Start

Supplemental Modules ⓘ

Modules	Completed	Score	
Conflicts of Commitment and Conscience (COI-Basic) (ID 15073)	Incomplete	-	**Start**

The minimum "passing" aggregate score for the quizzes is 80%. 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 (under the My Records at the top of the screen). You may return to the course site in the future to obtain a copy of the completion report.

If you need to change your course registration, you can do so on My Courses towards the bottom of the page

Learner Tools for Walsh University

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