CITI Training: Step by Step Enrollment

1. Log onto the CITI Program site (https://about.citiprogram.org)
   a. In the upper righthand corner of the website you will see options to Login or Register.
   b. If you have a log in from RWU, or another university, please use that one and Login

   c. If you are a new user, please click register.

2. For new users,
   a. you will be asked to select your organization. Please select Roger Williams University:

   b. The next step, asks you to enter your name and contact information:

   c. Then you will be asked to create a username and password, in addition to some security questions:

d. Step 4, asks you about where you are located and if you'd like to receive any additional information (the answer to this question is up to you):

e. Step 5, asks about CEUs. Unless you are a professional who needs CEUs (or collect CEUs for another reason), the answer to this question is usually no (you can always change your preference). If you answer no, you will still receive the CITI certificate (once the course is complete):

f. In step 6, you are asked several important questions. First you are asked to provide your institutional email. Please use RWU email for this:

Next you will be asked your department and role. If you are a student, please enter the department of your faculty research mentor.

You will also be asked which course you plan to take. Assuming that this is the 1st time you are taking the course (or your previous coursework has expired), you

will select: Basic Human Subjects- Social and Behavioral Focus.
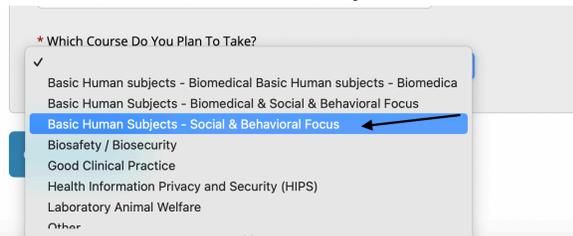
g. The next section allows you to enroll in a course:
   Question 1: asks about if you plan to conduct human subject's research
   Question 2: asks about if you have taken the CITI training before
   Question 3: Is related to public health research. This is not required for HSRB but may be required for a public health course. Your instructor will let you know if you need to check yes to this question.
   Question 4: Is related to IACUC. This is lab sciences research that uses animals.
   Question 5: You will skip unless you do research with animals and need this training
   Question 6: Is related to the Responsible Conduct of Research. If you would like additional information about the research process, this is a good course to take.
   Question 7: Is related to conducting research during COVID-19 and you are welcome to take this, if you'd like the information, but it is not required.

h. The next step asks you to finalize your registration:

i. This will take you to the page where you can see your affiliations and you can click on your coursework. If you change institutions, you can add and remove affiliations on this page as well.

j. Once you click on view courses you should see the Basic Course:

Courses Ready to Begin   Learner Tools

Roger Williams University
Social & Behavioral Research
Stage 1 - Basic Course

0 / 16 modules completed   Start Now

Completed Courses   Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are available in Records.

You are able to complete modules and save them to come back and finish later. When you return, you will come back to this page and be able to resume the training.

On this page you will also be able see completed courses and print certificates.

3. For returning users, once you log into the site, you will be taken to the affiliations home page:
   a. On this page, you can add and remove affiliations as needed.
   b. For Roger Williams University related trainings, please click view courses:

   Institutional Courses

   Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

   Lifespan Corporation   View Courses

   Roger Williams University   View Courses

   c. When you look at your courses, if you do not see the course that you would like to add, please select the "add a course" tab at the bottom of this page:

   Learner Tools for Roger Williams University
   - Add a Course
   - Remove a Course
   - View Previously Completed Coursework
   - Update Institution Profile
   - View Instructions Page
   - Remove Affiliation

   d. This will take you to the course enrollment questionnaire.

   CITI Course Enrollment Procedure

   CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research.** Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

   - You will be provided a series of enrollment questions below.
   - Your responses will determine the curriculum for the courses you are going to take.
   - Please read the questions and responses carefully to make the best choice.

   e. You will need to scroll down to see the questionnaire. Your answers to these questions will help determine which courses you are assigned. Please see 2g above for details.

CITI Course Enrollment Questions

View instructions page.

Question 1

Do you conduct studies with human subjects?
If you do conduct studies with human subjects, please choose a course that is
appropriate to your research role and activities. You will be enrolled in the Basic
Course. If you do not conduct studies with human subjects, please go to question 3.

☐ YES, My focus is Social or Behavioral research. I may have direct contact with
subjects and /or their personal information.

f. Please pay close attention to Question 2. If, you have completed the CITI course
be sure indicate this in Question 2:

Question 2

Have you completed an approved CITI Basic Course in the Protection of Human
Research Subjects in the past?
If yes, please them make your selection below. You will be enrolled in the Refresher
Course. If you choose any of the paths below in error then you must uncheck the
responses below and go back to question one and make your selection.

☑ **Yes, I did complete the Basic course previously . I conduct Social and
Behavioral Research.**

☐ Yes, I did complete the Basic course previously. I am a HSRB Member.

☐ I have NOT previously completed an approved CITI Basic Course.
If this is your first time using the CITI Program, you must complete the Basic
Course first. Go to question 1.

g. The course(s) will then be added to you course list.

Courses Ready to Begin

Roger Williams University
Social & Behavioral Research
Stage 2 - Refresher Course

Please feel free to contact HSRB (hsrb@rwu.edu) or Dr. Selby Conrad (sconrad@rwu.edu) for
any additional questions that you may have.