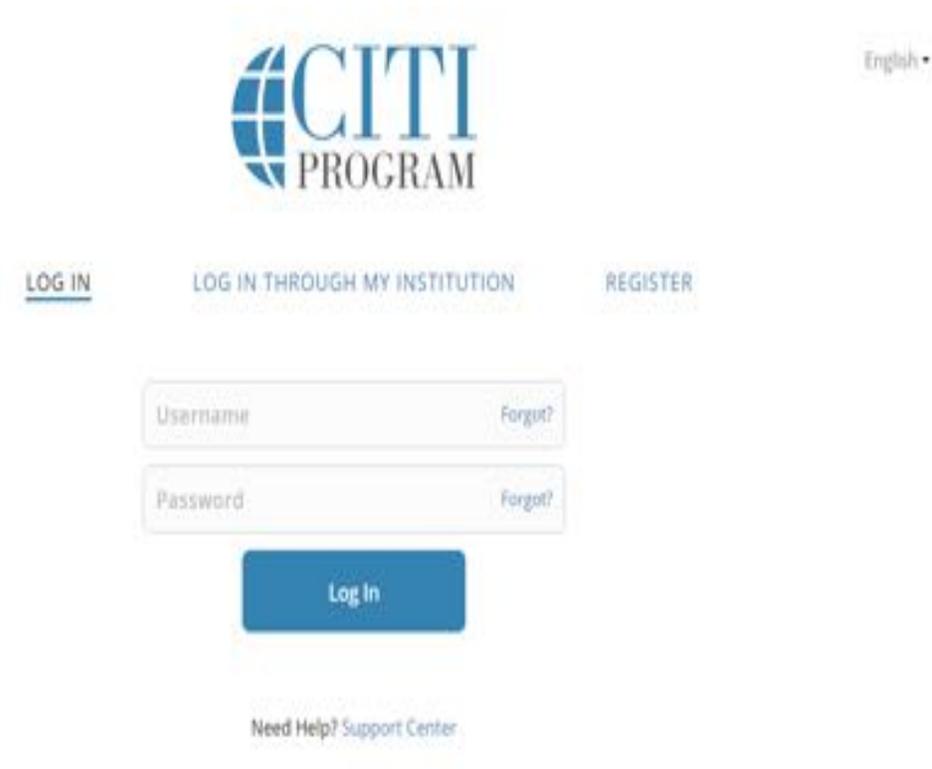


New Learner Account Registration

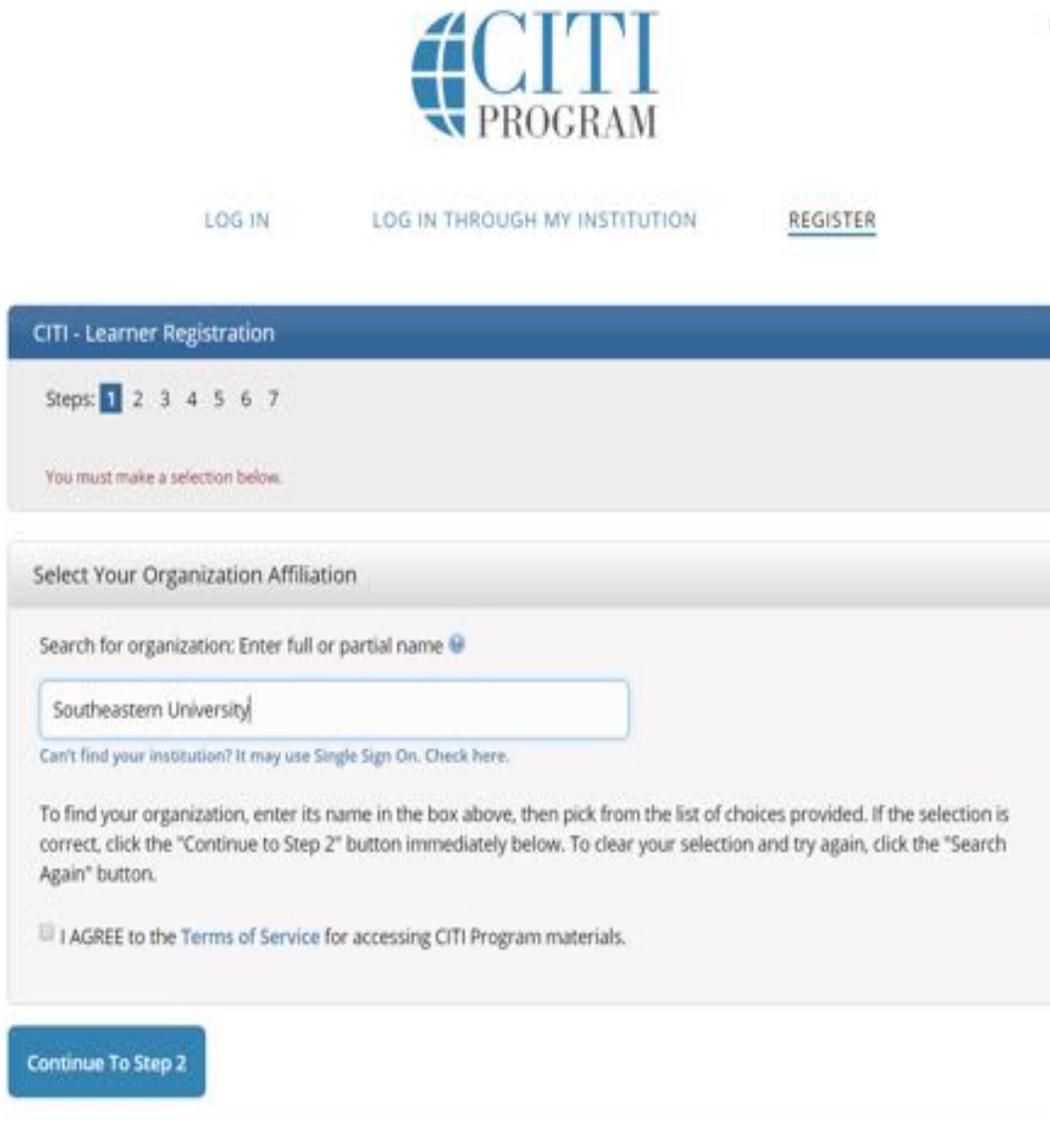
Go to www.citiprogram.org and click on the **Register** button located on the right-hand side of the page.



The screenshot shows the CITI PROGRAM website interface. At the top center is the logo, which consists of a blue globe icon to the left of the text "CITI PROGRAM" in a blue serif font. In the top right corner, there is a language selection dropdown menu labeled "English" with a small downward arrow. Below the logo, there are three navigation buttons: "LOG IN" (underlined), "LOG IN THROUGH MY INSTITUTION", and "REGISTER". Underneath these buttons are two input fields. The first is labeled "Username" and has a "Forgot?" link to its right. The second is labeled "Password" and also has a "Forgot?" link to its right. Below the password field is a blue "Log In" button. At the bottom center, there is a link that says "Need Help? Support Center".

Complete Registration steps **1-7**. These steps will collect information to register your account and place you in the correct course based on your institutional settings.

Step 1: Search for Southeastern University by typing in the search box. Select Southeastern University



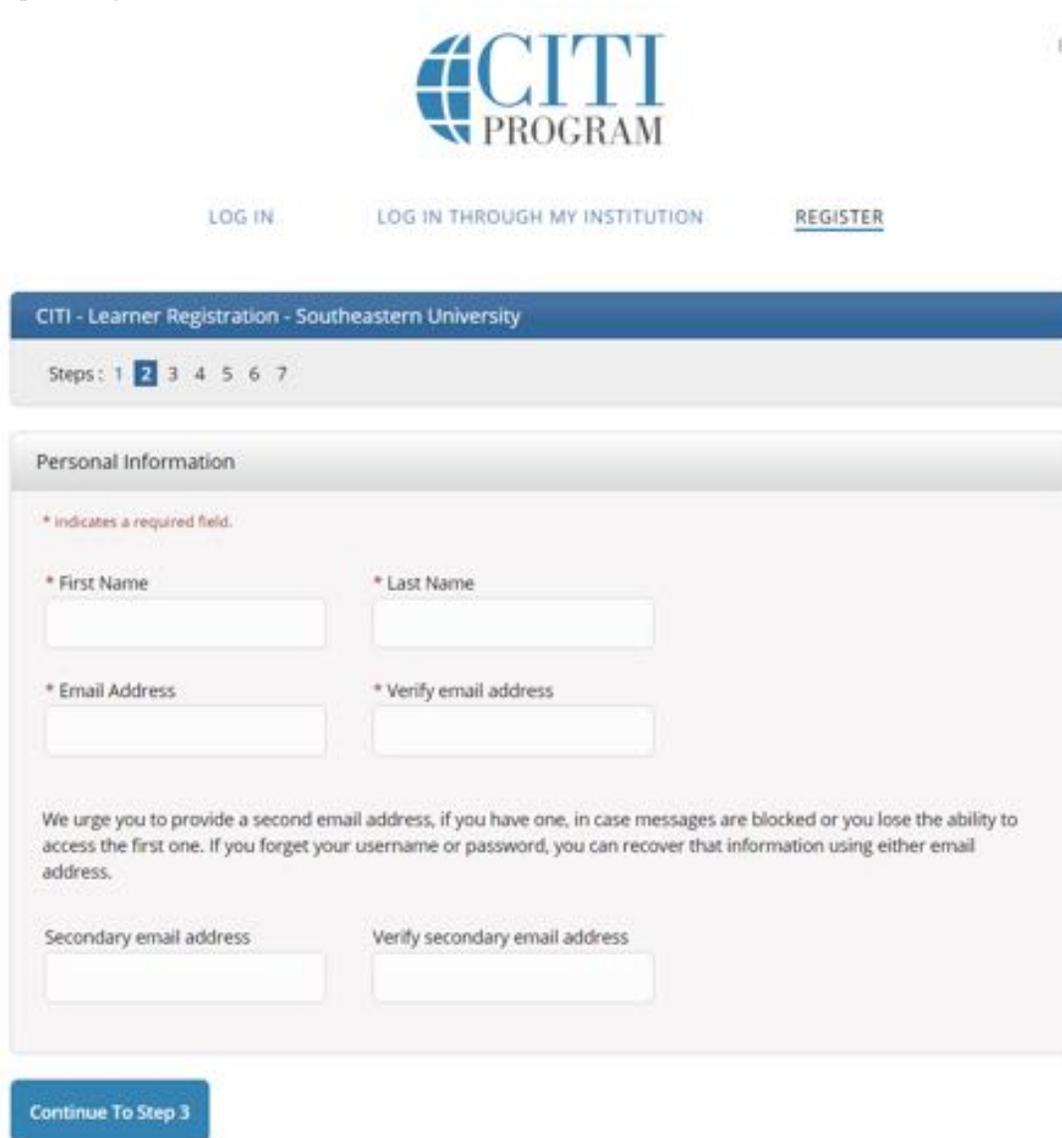
The screenshot shows the CITI Program registration interface. At the top center is the CITI PROGRAM logo, and at the top right is a language dropdown menu set to "English". Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The main content area is titled "CITI - Learner Registration" and shows a progress indicator with steps 1 through 7, where step 1 is highlighted. A message states "You must make a selection below." The section "Select Your Organization Affiliation" contains a search prompt "Search for organization: Enter full or partial name" with a magnifying glass icon. A text input field contains "Southeastern University". Below the field is a link: "Can't find your institution? It may use Single Sign On. Check here." Further down is instructional text: "To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of this section is a checkbox labeled "I AGREE to the Terms of Service for accessing CITI Program materials." which is currently unchecked. A blue button labeled "Continue To Step 2" is positioned at the bottom of the form.

After Selecting Southeastern University, check that you agree to the terms of service and click the **Continue to Step 2** button.

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.

Please use your SEU email address as the primary email that you will access in order to complete the registration process by verifying the email. CITI can send you reminders and notices at your College email.

While not required, it is best to enter a secondary email address. It will assist in the recovery of your account if you forget your username or password and do not have access to your primary email address.



The screenshot shows the CITI PROGRAM registration interface. At the top, the logo for CITI PROGRAM is displayed on the left, and a language dropdown menu set to "English" is on the right. Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". A blue header bar contains the text "CITI - Learner Registration - Southeastern University". Below this is a progress indicator showing "Steps: 1 2 3 4 5 6 7", with "2" highlighted in a blue box. The main content area is titled "Personal Information" and contains a form with the following fields and instructions:

- * Indicates a required field.
- * First Name (text input)
- * Last Name (text input)
- * Email Address (text input)
- * Verify email address (text input)

Below these fields is a paragraph of text: "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." This is followed by two more input fields: "Secondary email address" and "Verify secondary email address". At the bottom of the form is a blue button labeled "Continue To Step 3".

After entering your information, click the **Continue to Step 3** button.

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

CITI - Learner Registration - Southeastern University

Steps: 1 2 **3** 4 5 6 7

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

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

* Security Answer

[Continue To Step 4](#)

Step 3, Continued 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 you can comfortably answer for the tech support team.

CITI - Learner Registration - Southeastern University

Steps: 1 2 **3** 4 5 6 7

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

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?
- What's your mother's maiden name?
- What was your high school mascot?
- What color was your first car?
- In what city were you born?
- What was the name of the street you grew up on?
- Who was your first employer?
- In what city did your mother and father meet?
- What was the last name of your third grade teacher?

← Select one of the security questions.

After entering this information, click the **Continue to Step 4** button.

Step 4 CITI collects demographic information on your Country of Residence. Please enter your country, United States, then select it from the menu.

The screenshot shows the CITI PROGRAM registration interface. At the top, there is the CITI PROGRAM logo and a language dropdown menu set to "English". Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The main content area is titled "CITI - Learner Registration - Southeastern University" and shows a progress bar with steps 1 through 7, where step 4 is highlighted. A note indicates that an asterisk (*) denotes a required field. The "Country of Residence" section contains a search instruction: "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." Below this instruction is a search input field containing the text "United States". At the bottom of the form is a blue button labeled "Continue To Step 5".

After selecting your Country of Residence, please click **Continue to Step 5**

Step 5 CITI offers Continuing Education (CE) course for certain professions. None of these courses are required by the SEU IRB and these courses require separate fees. SEU CITI Users needing to complete a course for the SEU IRB should check **no** to the CE courses.

If professionals employed by SEU wish to obtain CE credit through CITI Program courses make the appropriate selection for Continuing Education credits during **Step 5**. CITI users can decide if they wish to be contacted for research surveys in the last item in **Step 5**.

CITI - Learner Registration - Southeastern University

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 many CITI courses – with that availability indicated on course and module listings. **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

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 grad book page.

No

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

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

* Can CITI Program contact you at a later date regarding participation in research surveys? 

Yes

No

Not sure. Ask me later

[Continue To Step 6](#)

After answering these questions, click the **Continue to Step 6** button.

Step 6 This section requests data for Southeastern University. See the next page of this handout to select the correct “Role in Research.” Address and other information not marked with an asterisk (*) is purely optional.

CITI - Learner Registration - Southeastern University

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Southeastern University

* indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

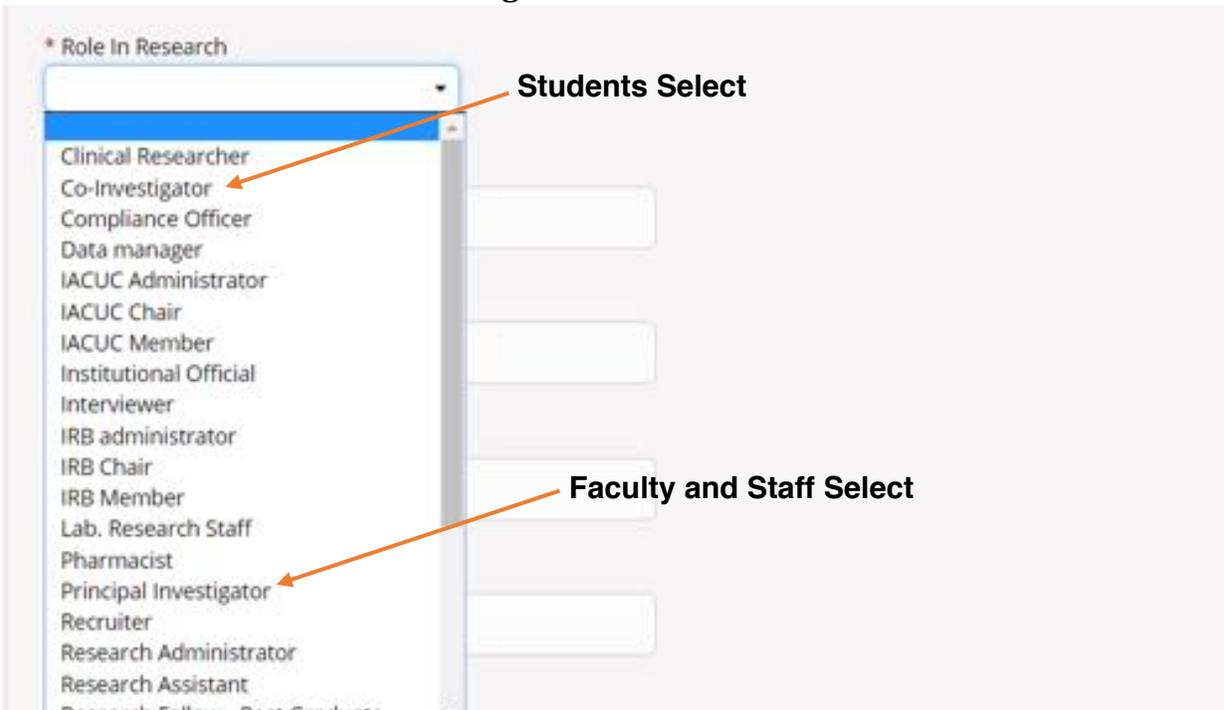
Employee Number

* Department

* Role In Research

Step 6, Continued

All SEU **faculty** and **staff** is to select **Principal Investigator**.
SEU **students** are to select **Co-Investigator**.



The image shows a screenshot of a web form with a dropdown menu titled "* Role In Research". The menu is open, displaying a list of roles. An orange arrow points from the text "Students Select" to the "Co-Investigator" option. Another orange arrow points from the text "Faculty and Staff Select" to the "Principal Investigator" option. To the right of the dropdown menu, there are four empty input fields stacked vertically.

Role	Selection Instruction
Clinical Researcher	
Co-Investigator	Students Select
Compliance Officer	
Data manager	
IACUC Administrator	
IACUC Chair	
IACUC Member	
Institutional Official	
Interviewer	
IRB administrator	
IRB Chair	
IRB Member	
Lab. Research Staff	
Pharmacist	
Principal Investigator	Faculty and Staff Select
Recruiter	
Research Administrator	
Research Assistant	
Research Fellow Post Graduate	

Upon completion of this page, click **Continue to Step 7**, this is the final step.

Step 7 These questions will enroll you in CITI Program courses. These questions are set up based on the institutional specific courses. Please read each question carefully to ensure you are enrolled in the correct course.

*Please select either **Biomedical Research Investigators** or **Social & Behavioral Research Investigators**, depending on the type of research you are conducting*

CITI - Learner Registration - Southeastern University

Steps : 1 2 3 4 5 6 **7**

Select Curriculum

* indicates a required field.

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

Question 1

Human Subjects Research

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 Basic Course for that group.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

Step 7, Continued

*For Question 2, please select **Not at this time.***

Question 2

IRB Administration

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

Choose one answer

- IRB Administration
- Not at this time. 

*For **Question 3**, please leave blank and continue to **Question 4.***

Question 3

Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

Choose all that apply

- Institutional/Signatory Officials
- IRB Chair

*For **Question 4**, please select **not at this time***

Question 4

Responsible Conduct of Research

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

Choose one answer

- Biomedical 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
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time. 

Step 7, Continued

*For **Question 5**, please select **no**

* Question 5

Would you like to take the Conflicts of Interest course?

Choose one answer

Yes

No



*For **Question 6**, please select **I am not required to complete the IPS course at this time.***

Question 6

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

IPS for Clinicians

IPS for Researchers

IPS for Students and Instructors

IPS for Fundraisers

IPS for Marketers

I am not required to complete the IPS course at this time.



*For **Question 7**, please select **Not at this time.***

Question 7

Good Clinical Practice (GCP)

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

Choose one answer

GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)

GCP for Clinical Investigations of Devices

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

Not at this time.



Step 7, Continued

*For Question 8, please select **Not at this time.***

Question 8

Good Laboratory Practice (GLP)

If you want to take Good Laboratory Practice (GLP), please make your selection below.

Choose one answer

- Good Laboratory Practice (GLP)
- Not at this time.

For Question 9, Please skip and leave blank

Question 9

Biosafety/Biosecurity

Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

Choose all that apply

- Introduction to Biosafety
- Biosafety Officer Training
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Human Gene Transfer Trials
- Nanotechnology
- Institutional Biosafety Committee Member
- Dual Use Research of Concern (DURC)
- USDA Permits

[Complete Registration](#)

Upon completion of all required material, please click **Complete Registration**.

Step 8 Please click **Finalize Registration** to finish the registration process. Upon clicking **Finalize Registration**, you will be redirected to the main menu where you are able to see the courses you have enrolled in.

The screenshot shows the CITI Program registration completion page. At the top center is the CITI PROGRAM logo, and at the top right is a language dropdown menu set to "English". Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". A blue header bar contains the text "CITI - Learner Registration". Below this is a white message box stating: "Welcome to the CITI Program. Your registration with Southeastern University is complete." A blue button labeled "Finalize Registration" is positioned below the message. The page footer includes a language dropdown (English), text size controls (A A), a user profile icon, and links for "Log Out" and "Help". A blue navigation bar features the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative", and a search bar labeled "Search Knowledge Base". Below this is a "Main Menu" section with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". A green checkmark icon indicates a successful registration, with the message: "Your registration has been completed successfully." Below this are three blue buttons: "Southeastern University Courses", "Click here to affiliate with another institution", and "Affiliate as an Independent Learner".