<u>Step 1:</u> Go to <u>http://www.CITIprogram.org</u> (click here if you are having problems with your browser in CITI)

** If you are a new user, continue to Step 2. <mark>** If you already have a CITI account, Log in and skip to Step 6</mark> (page 7 of this document):



Step 2: Click on Register

Step 3: Start the Registration

- Enter Dickinson College
- Agree to the Terms of Service
- Affirm you are an affiliate of Dickinson
- Click on Continue
- !!! Do **NOT** complete the "Independent Learner Registration" !!!

CITI - Learner Registration	
Steps: 1 2 3 4 5 6 7	
Select Your Organization Affiliation	
This option is for persons affiliated with a CITI Program subscriber organization.	
To find your organization, enter its name in the box below, then pick from the list of choices provided. ${f 9}$	
Dickinson College	
Dickinson College only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.	
AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.	
I affirm that I am an affiliate of Dickinson College.	
Continue To Create Your CITI Program Username/Password	
or	
Independent Learner Registration	
Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscribe	
organization, or who require content that their organization does not provide. Hees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.	
I AGREE to the <u>Terms of Service</u> and <u>Privacy Policy</u> for accessing CITI Program materials.	

Email Address. Provide your email address as directed. Use your Dickinson email address ONLY! If you don't, your CITI completion certification will **not** be uploaded automatically to Mentor!!

CITI - Learner Registration - Dickin	son College		
Steps: 1 2 3 4 5 6 7			
Personal Information			
* indicates a required field.			
* First Name	* Last Name		
* Email Address	* Verify email address	Use your Dickinson email address!	
We urge you to provide a second ema access the first one. If you forget your address.	il address, if you have one, in case me username or password, you can reco	essages are blocked or you lose the ability to ver that information using either email	
Secondary email address	Verify secondary email address		
Continue To Step 3			
	Create	your Username and Password	-
	* indicate Your us "a12b34 * User I	es a required field. tername should consist of 4 to 50 characters. Your username 4cd". Once created, your username will be part of the comple Name	e is not case sensitive; "A12B34CD" is the same etion report.
	Your pa "a12b34	assword should consist of 8 to 50 characters. Your password 4cd".	IS case sensitive; "A12B34CD" is not the same
	* Passw	vord * Verify Password	
	Please o informa	choose a security question and provide an answer that you v ation, you will have to provide this answer to the security o	vill remember. NOTE: If you forget your login question in order to access your account.
	* Secur	ity Answer	
	Continue	e To Step 4	

same as

Enter country of residence:

(USA for all, regardless of your passport country of origin)

	CITI - Learner Registration - Dickinson College	
	Steps: 1 2 3 4 5 6 7	
	* indicates a required field.	
	* 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.	
	USA	
	Continue To Step 5	
CITI - Learner Registration - Dickinson College		
Steps: <u>1</u> <u>2</u> <u>3</u> <u>4</u> 5 6 7		
indicates a required field.		
* Are you interacted in the entire of accelular Continuing Education Unit (CEU) acc	adir fac completed CITI	
Program courses?	eactor completed chi	
CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility	ty while concurrently meeting	
their institutions training requirements.		
CE credits/units for physicians, psychologists, nurses, social workers and other professions al	allowed to use AMA PRA	
Category 1 credits for re-certification are available for many CITI courses – with that availabilit module listings. Please register your interest for CE credits below by checking the "YES" or "	ity indicated on course and "NO" dots, and, when	
applicable, types of credits you wish to earn at bottom of page. Please read texts entered for	r each option carefully.	
Yes		
At the start of your course, you will be prompted to click on a "CE Information" page link loc grade book and to VIEW and ACKNOWI EDGE accreditation and credit designation statement	cated at the top of your	
faculty disclosures, types, number and costs of credits available for your course.	ncs, rearring objectives,	
0 Yes		
No		
The CE functionality will not be activated for your course. Credits and units will therefore no purchase after your start your course. You can change your preference to "VES" before such	ot be available to you for	
on the "CE Credit Status" tab located at the top of your grade book page.	n ome nowever by clicking	
10 No-		
If you picked "YES", please check below the one type of credit you would like to ear	arn	
MDs, DOs, PAs - AMA PRA Category 1 Credits TM		
Psychologists – APA Credits		
Vurses - ANCC CNE Other Designments Contiference of Destrictionalise		
Other Participants - Certificates of Participation Second of Clinical Social Work: Marciana & Enable: Therapy, and Montal Haalth Courses		
 Social Workers - Florida obero of Clinical Social Work, Marriage & Family Therapy and Men 		
* Can CITI Program contact you at a later date regarding participation in research :	surveys? 🥯	
Q Yes		
® No		
Not sure. Ask me later		
* Can CITI Program contact you at a later date with marketing information? Θ		
◎ Yes		
* No		
Continue To Force C		
Continue to Step 6		

<u>Step 4.</u>

• Enter your Dickinson email address.

- Enter your Dickinson Banner ID number (it's on the face of your college ID card).
- Enter the name of the department for which you are taking the course, e.g. Biology, Psychology, etc.
- Skip the rest of the detail it's not needed.

	re the following information	rrequested by bio	inson conege	
* indicates a re	uired field.			
Language Pre	ference			
•				
* Institutiona	Email Address			
			1	
Gender				
•				
Highert Degr				
Highest Degr	•			
BANNER ID N	umber			
* Department				
- Departmen		-	1	
			J.	
* Role In Res	arch			
Student Re	earcher - Undergraduate •			
Address Field	1		17	
			J	
Address Field	2			
(1	
	AY.		1	
Address Field	3			
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Chu				
City			1	
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State				
6				
Zip/Postal Co	le		12	
Country				
			1	
Phone				
()				

<u>Step 5:</u> Select the "Conflict of Interest" curriculum:

	Dickinson College
	Question 1
To enable the s	software to present the appropriate course work for your needs
you will be ask	ed a series of questions. Please read the questions carefully and
provide the mo	ost appropriate answer.
Do you conduc	t research in any of the following settings?
This question is r	equired. Choose all that apply.
	terture and with line have a being from the
derived fro	om human beings (IRB).
Yes, need	d/want to take the course on Responsible Conduct of Research
(RCR).	
Yes, I need	d/want to take the course on Conflict of Interest .
Yes, heed	4/want to take the course on Biosafety/Biosecurity.
Yes, I need	Weant to take the course on Institutional/Signatory Official
Yes, Ineed	d/want to take the Revised Common Rule course.
Yes, I need	dwant to take the course(s) on Lab Animal Research.

Select Stage: Select Stage 1 if you have not completed any FCOI training in CITI

Your answers to the previous questions have placed you in Conflict of Interest Group, Stage 1, Stage 1, Your previously completed coursework in this group places you in Stage 1. Stage 1. Please choose your proper placement for <i>Conflict of Interest Group</i> :
Stage 1. Stage 1
Stage I. Stage I
Submit



Your registration has been completed successfully.

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 <u>add an affiliation</u>. If you are no longer associated with a listed institution, you may want to <u>remove an affiliation</u>.

Dickinson College

Would you like to affiliate with another Institution?



Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

Register an Independent Learner

Step 6: Carefully look over this page! This page will appear the next time and every time you log in to CITI.

Note that it includes FOUR Sections [bracketed below in blue]

- Each section will expand and list courses as you take and complete them, <u>and</u> as you add new courses.
- The Learner Tools for Dickinson College will:
 - Allow you to add NEW courses in which case you will be bounced back to Step 5 to select your curriculum and courses
 - It will ALWAYS be at the *bottom* of this four-section page!



Step 7: Select the course you wish to take

Courses Ready to Begin	<u>Learner Tools</u>
Dickinson College Conflict of Interest Stage 1	
0 / 4 modules completed	Start Now

Step 8: Sign an Assurance

• Before you are allowed to view the course materials, you will be required to electronically sign an assurance of learner integrity.

Take this seriously. Dickinson's Compliance Administrator can check your progress, how many times you have retaken a test, etc., at <u>any</u> time. If you violate the terms of the Integrity Statement, you may be subject to an academic standards violation investigation.



Assurance Statement		
Glen Peterman:		
CITI Program Terms of Serv	ice include the following provisions. Please read them carefully.	
No Account Sharing:	I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.	
Do My Own Work:	I will complete all required quizzes and any other assessments by myself, using only my own work.	
No Quiz Sharing:	I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.	
No Cheating:	I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.	
My Actions Are Logged:	I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.	
Check the box to accept, then click the Submit button:		

Step 9: Take the course!

• You can stop and continue your training at any time. Just use your name and password to login again to http://www.CITIprogram.org

After successfully completing the course modules:

- You may print your completion report as a PDF and save for your own records.
- If you entered your Dickinson email correctly <u>AND</u> entered your Banner ID correctly, your CITI certification(s) will automatically upload to the Mentor protocol submission system (for IRB, IACUC and IBC) AND will be sent to the CITI System Administrator in Sponsored Projects at Dickinson.
- If you need to take another CITI course go back to Step 6.