

Steps on how to access CITI Training as a new member

Go to: about.citiprogram.org

The screenshot shows the CITI Program website homepage. At the top left is the CITI PROGRAM logo. Navigation links include Courses, Organizations, Individuals, and About. On the right, there are links for Support, FAQ, and Contact Us, along with Register and Log In buttons. A search bar is also present. Below the navigation is a newsletter subscription prompt. The main content area features a large image of healthcare professionals in scrubs. The headline reads "The Trusted Standard in Research, Ethics, Compliance, and Safety Training". Below this is a paragraph describing the CITI Program's mission. Two buttons are visible: "Demo a Course" and "Benefits for Organizations". At the bottom of the main content area, there is a blue banner that says "Celebrating 22 Years of Serving Education and Science". A cookie consent banner is at the very bottom, with "Cookie Settings" and "Accept" buttons.

Click: Register

Identify Roosevelt University as your organization and accept the two boxes.

Click: Create a CITI Program account

The screenshot shows the registration process on the CITI Program website. At the top is the CITI PROGRAM logo and a language selector set to "English". Below the logo are three navigation options: LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER (which is underlined). The registration process is titled "CITI - Learner Registration" and shows a progress indicator with steps 1, 2, 3, and 4, where step 1 is currently active. The main section is "Select Your Organization Affiliation". It includes a sub-header "Select Your Organization Affiliation" and a paragraph explaining that this option is for persons affiliated with a CITI Program subscriber organization. Below this is a text input field containing "Roosevelt University". A paragraph follows, stating that Roosevelt University only allows the use of a CITI Program username/password for access. There are two checkboxes: the first is checked and reads "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.", and the second is also checked and reads "I affirm that I am an affiliate of Roosevelt University." Below these checkboxes is a blue button labeled "Create a CITI Program account". Below this section is a separator line with "or" in the middle. The next section is "Independent Learner Registration". It includes a sub-header "Independent Learner Registration" and a paragraph explaining that this option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. It notes that fees apply and that credit card payment with American Express, Discover, MasterCard or Visa is required, while checks are not accepted. At the bottom of this section is an unchecked checkbox that reads "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials."

Fill in all required information. Make sure to identify one of your email address as Roosevelt's email.

The screenshot shows the registration page for the CITI Program at Roosevelt University. The page title is "CITI - Learner Registration - Roosevelt University". The progress indicator shows "Steps: 1 2 3 4", with step 2 highlighted. The main section is titled "Personal Information" and contains several required fields marked with an asterisk. The fields are: First Name (John), Last Name (Doe), Email Address (johndoe@mail.roosevelt.edu), Verify email address (johndoe@mail.roosevelt.edu), Secondary email address (johndoe@gmail.com), and Verify secondary email address (johndoe@gmail.com). A note below the email fields states: "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." A blue button labeled "Continue To Step 3" is located below the form. At the bottom of the page, there is a link: "New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)."

Create a Username, Password, and Security Question.

This screenshot is identical to the one above, showing the "Personal Information" step of the registration process. It includes the same form fields for name, email, and secondary email, along with the explanatory text and the "Continue To Step 3" button. The bottom link also remains the same: "New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)."

You may connect your ORCID iD and identify United States as your Country of Residence. Choose Yes or No for CITI Program reaching out to you about courses and services.

CITI - Learner Registration - Roosevelt University

Steps: 1 2 3 **4**

* indicates a required field.

Would you like to connect your ORCID® ID to your CITI Program account? ⓘ

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.

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

Yes
 No

Finalize Registration

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

After you have successfully created your account. Go to My Courses and under Institutional Courses click Add an Affiliation.

CITI PROGRAM

English ▾

My Courses My Records My CE/CMEs Support

John Doe ID 12202418

Welcome, John

Add Institutional Affiliation
Register as Independent Learner

0 Courses Completed

1 Day of Membership

✔ 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 [add an affiliation](#).

Add An Affiliation

Identify Roosevelt University as your institution.

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Roosevelt University. [i](#)

Continue

Once you complete all additional steps and complete any additional information requested by CITI. CITI should auto populate a list of required courses for you to take. Depending on your role in the study, the type of study there will be differences in required trainings. However, a general overview of trainings is listed below.

Required Courses:

1. Social and Behavioral Responsible Conduct of Research
2. Social & Behavioral Research – Basic/Refresher
3. Researchers

Additional courses that you may be required to complete depending on your research department:

4. Covid-19: Back to Campus
5. Covid-19: Insights for Higher Ed Leaders
6. Mental Health for Higher Ed and Healthcare
7. Participating in Vaccine Research
8. What You Need to Know About COVID-19 Vaccine
9. Remote Contract Tracing

Additional courses required for IRB Members and IRB Chairs:

1. IRB Members and IRB Chairs - Revised Common Rule