CITI Training Registration Guide

This guide will assist you in getting registered for the required CITI training modules. Please visit [WWW.CITIPROGRAM.ORG](http://WWW.CITIPROGRAM.ORG) to begin the registration process. Follow all red arrows and instructions within the arrows.
Due to maintenance, the CITI Program website will be unavailable on Saturday, March 12th from 12am - 4am US Eastern (Friday 9pm - Saturday 1am Pacific). We apologize for the inconvenience.
CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

University of South Dakota

Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is incorrect, click the “Continue to Step 2” button immediately below. To clear your selection and try again, click the “Search Again” button.

Continue to Step 2  Search Again

Independent Learner Registration

Use this option if you are paying for your courses. Click the button “Continue as Independent Learner” to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

Continue as Independent Learner (Fees Apply)
Enter Required Data

First Name: Human
Last Name: Subjects
Email Address: humansubjects@usd.edu
Verify email address: humansubjects@usd.edu

Secondary email address
Verify secondary email address

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.

Then Click Here
Continue to Step 3
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
USDHUMANSUBJECTS

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

Enter Required Data

Then Click Here

Continue to Step 4
Enter Country Code

Then Click Here

CITI - Learner Registration - University of South Dakota

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
* 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 recertification 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.

Choose As Desired

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 grade book page.

☐ No
Choose As Desired

Then Click Here

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.

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
<table>
<thead>
<tr>
<th>Language Preference</th>
<th>Institutional email address</th>
<th>Gender</th>
<th>Highest degree</th>
<th>Employee Number</th>
<th>Department</th>
<th>What is your role in research?</th>
<th>Address Field 1</th>
<th>Address Field 2</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td><a href="mailto:humansubjects@usd.edu">humansubjects@usd.edu</a></td>
<td>Female</td>
<td>Other Post Graduate Degree</td>
<td></td>
<td>Office of Research</td>
<td>Student Researcher - Graduate level</td>
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<td></td>
</tr>
</tbody>
</table>
Enter Required Data

Then Click Here

Continue to Step 7
Question 1

Human Subjects Research

Select the group appropriate to your research activities. You will be enrolled in the Basic Course for that group.

Choose one answer

- Group 1: Biomedical Research Investigators and Key Personnel
- Group 2: Social Behavioral Research Investigators and Key Personnel
- Group 3: Exempt Project Training for Students
- Institutional/Signatory Official
- GCP (Good Clinical Practice): Per your request, your site has been updated with the Good Clinical Practice and ICH (GCP) modules. Please review and do not hesitate to contact me for any further requests or concerns.
- I have already completed the Basic Course.

Please go to question 2.

Question 2

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

Choose one answer

- Group 1: Biomedical Research Investigators and Key Personnel
- Group 2: Social Behavioral Research Investigators and Key Personnel
- GCP (Good Clinical Practice): Per your request, your site has been updated with the Good Clinical Practice and ICH (GCP) modules. Please review and do not hesitate to contact me for any further requests or concerns.
- I have not previously completed an approved Basic Course.

Please go to question 1.

Question 3

Responsible Conduct of Research

Please make your selection below to receive one of 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
For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

- I work with mice.
- I work with rats.
- I work with frogs, toads or other amphibians.
- I work with hamsters.
- I work with gerbils.
- I work with guinea pigs.
- I work with rabbits.
- I work with cats.
- I work with dogs.
- I work with ferrets.
- I work with fish.
- I work with zebrafish.
- I work with swine.
- I work with cattle.
- I work with non-human primates (NHP).
- I work with wildlife research.
- I work with horses.
- I work with reptiles.
- Institutional Official
- IACUC Community Member
- Post-Approval Monitoring (PAM)
- I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.

Check All That Apply

[ ] I work with mice.
[ ] I work with rats.
[ ] I work with frogs, toads or other amphibians.
[ ] I work with hamsters.
[ ] I work with gerbils.
[ ] I work with guinea pigs.
[ ] I work with rabbits.
[ ] I work with cats.
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[ ] I work with non-human primates (NHP).
[ ] I work with wildlife research.
[ ] I work with horses.
[ ] I work with reptiles.
[ ] Institutional Official

Then Click Here

Complete Registration
Welcome to the CITI Program. Your registration with University of South Dakota is complete.

Finalize registration
Due to maintenance, the CITI Program website will be unavailable on Saturday, March 12th from 12am - 4am US Eastern (Friday 9pm - Saturday 1am Pacific). We apologize for the inconvenience.

Your registration has been completed successfully.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Responsible Conduct of Research</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>Group 1 Biomedical Research Investigators and Key Personnel</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
</tbody>
</table>

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Click here to affiliate with another institution

Affiliate as an Independent Learner

My Learner Tools for University of South Dakota
- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click Appropriate Course To Begin