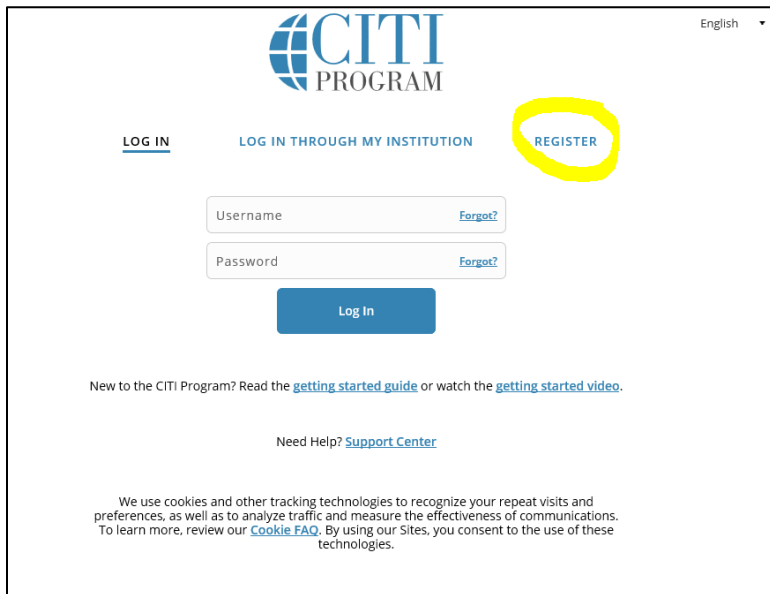# Registering for Your CITI Account and
Enrolling in CITI Trainings

1. If you already have a CITI account, access it directly through [CITI's](https://www.citiprogram.org/index.cfm?pageID=14) (https://www.citiprogram.org/index.cfm?pageID=14) website as follows. (If you do not have a CITI account, skip to **Step 2**.)

    a. Click "LOG IN THROUGH MY ORGANIZATION" (near the top of the screen above "Username").
    b. Type **Washington State University** in the empty field.
    c. Click the **Continue To SSO Login / Instructions** button to be directed to your account.
        i. You may need to authenticate with WSU prior to being directed to CITI by entering your Network ID and Password.
        ii. Click the **Log In** button.
    d. Click the **Add a Course** button.
    e. Skip to **Step 9** on page 6.

2. If you don't yet have a CITI account, click "REGISTER" (near the top of the screen above "Username").

3. In the CITI Learner Registration screen (Step 1 of 4):
    a. Type **Washington State University** in the empty field.
    b. Click "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." (A second checkbox will appear.)
    c. Click "I affirm that I am an affiliate of Washington State University."
    d. Click the **Create a CITI Program account** button.

4. In the CITI Learner Registration – Washington State University screen (Step 2 of 4):
   a. Complete the ***required** fields to add first and last name and email address.
   b. Optional: Enter a secondary email address.
   c. Click the **Continue to Step 3** button.

5. In the CITI Learner Registration – Washington State University screen (Step 3 of 4):
   a. Complete the ***required** fields to set up a username, password, and additional security settings.
   b. Click the **Continue to Step 4** button.

6. In the CITI Learner Registration – Washington State University screen (Step 4 of 4):
   a. Complete to ***required** fields and question.
   b. Click the **Finalize Registration** button.

7. In the Your CE Credit Status screen, please select "No" for CEU credits.
    a. Selecting "Yes" is optional. However, you will be financially responsible, not WSU.
    b. Click the **Submit** button.

Your CE Credit Status

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 most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.

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.

● 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.

Submit

8. On the next screen, please compelete the ***required fields**.
    a. Enter your WSU ID # in the **WSU ID#** field. Though this is an optional field, you will not receive credit for completing your training if the **WSU ID#** is blank.
    b. Select **Responsible Conduct of Research** under the question **Which course do you plan to take?*** field.
    c. When done, click the **Next** button.

ⓘ Please provide the following information requested by **Washington State University.**

Fields marked with an asterisk (*) are required.

Language Preference

| English ▼ |

Institutional email address *
We recommend providing an email address issued by Washington State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Washington State University officials identify your learning records in reports.

| Enter a valid Institutional Email Address. |

Verify Institutional email address *

| Re-enter Institutional Email Address. |

Highest degree *

| ... ▼ |

WSU ID# (please note that if this is entered incorrectly, you may not get credit for completed training) *

| |

Department

Role *

...

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Office Phone *

Which course do you plan to take? *

Responsible Conduct of Research ▼

Home Phone

[ ]

Next

9. A new screen titled "Question 1" will display. Select the following four checkboxes:
    a. **Yes**, I conduct research with **live human beings, human samples or with data** derived from human beings.
    b. **Yes**, I need/want to take the course on **Responsible Conduct of Research (RCR)**.
    c. **Yes**, I need/want to take the course on **Conflicts of Interest**…
    d. **Yes**, I need/want to take the course on **HIPAA**.
    e. Click the **Next** button to move to Question 2.

Question 1

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

- ☑ Yes, I conduct research with **live human beings, human samples or with data** derived from human beings.
- ☐ Yes, I conduct research or teaching activities that utilizes **live, animal subjects** or tissues derived from live animal subjects.
- ☑ Yes, I need/want to take the course on **Responsible Conduct of Research (RCR).**
- ☑ Yes, I need/want to take the course on **Conflicts of Interest.**
  By completing CITI COI training, user attests that they have read and understand their responsibilities under WSU Executive Policy #27: https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep27-ethics-conflict-interest-technology-transfer/
- ☑ Yes, I need/want to take the course on **HIPAA**
- ☐ **Technology Transfer**
- ☐ **Export Compliance**
- ☐ **Undue Foreign Influence: Risks and Mitigations**
- ☐ **Webinars**

Start Over   **Next**

10. For Question 2 select either:
    a. **No, I have NOT completed the Basic Course** if this is your first time using the CITI Program. You will be assigned the Basic Course in the Protection Human Subjects. For most of you, this is your first time using the CITI Program, you will need to complete the Basic Course.
    b. **Yes** if you already completed the Basic Course. You will be assigned a refresher course.
    c. Click the **Next** button to move to Question 3.

11. For Question 3 select either:
    a. **Biomedical Research Investigators** or **Social & Behavioral Research Investigator** based on the role and the type of *human subject activities* you will conduct.
        i. If you have any questions on which course to select, please connect with your faculty advisor or your program director.
    b. Click the **Next** button to move to Question 5 (Question 4 is not applicable and will be skipped).
        i. Please note, the instructions in the next step are the same as steps 11a but for a different course.

12. For Question 5 select either:
    a. **Biomedical Research Investigators** or **Social & Behavioral Research Investigator** based on the role and they type of *Responsible Conduct of Research* you will conduct.
        i. If you have any questions on which course to select, please connect with your faculty advisor or your program director.
    b. Click the **Next** button to move to Question 6.

13. For Question 6 select:
    a. **No, thanks** for the Good Clinical Practice/Health Information Privacy and Security (HIPS) courses. You will enroll in the annual HIPPA refresher training in another screen.
    b. Click the **Next** button to move to Question 8. (Question 7 is not applicable and will be skipped).
    c. ****Do not select any of the CITI Health Information Privacy and Security (HIPS) courses. You will be directed to select the HIPAA course in a later question.

14. For Question 8 select:
    a. **Not at this time** when asked about enrolling in IRB Chair or Institutional/Signatory Official in the Human Subject Research courses.
    b. Click the **Next** button to move to Question 11 (Questions 9 & 10 are not applicable and will be skipped).

15. For Question 11 select:
    a. Please select **Yes** to Annual HIPPA refresher training.
    b. Click the **Next** button to go to the enrollment confirmation page.

16. Click the **Start Now** button to initiate a course.

Active Courses — Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin — Learner Tools

Washington State University
Conflicts of Interest
Stage 1

0 / 2 modules completed — Start Now

Washington State University
HIPAA (Annual expiration date)
Stage 1 - Basic Course

0 / 3 modules completed — Start Now

Washington State University
Social and Behavioral Responsible Conduct of Research
Stage 1 - RCR

0 / 10 modules completed — Start Now

Washington State University
Social/Behavioral Research Course
Stage 1 - Basic Course

0 / 8 modules completed — Start Now

17. In the Assurance Statement screen for each of the four courses, select **I AGREE** after reading the statement. If you already have a CITI account, skip to Step 18.
    a. Click the **Submit** button to be directed to the course dashboard.

Assurance Statement
Conflicts of Interest - Stage 1

CITI Program's Terms of Service and Privacy and Cookie Policy include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact CITI Program Support if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

☑ I AGREE to the above, the Terms of Service, and the Privacy and Cookie Policy, in order to access CITI Program materials.

Cancel   Submit

18. Click the **Start** button to begin each module within the course.

19. If you need to stop in the middle of the course, you may return by logging back into your CITI account (https://www.citiprogram.org/index.cfm?pageID=14) to pick up where you left off with your training.
    a. Click the **View Courses** button.
    b. Click the **Continue Course** button.

Course Completion
- Modules within courses consist of text, pictures, video, and exercises that teach a certain concept. At the end of each module, you will be asked to complete a series of questions demonstrating your understanding of the topic being taught.
- Specific passing scores are in each course dashboard. You may retake modules to increase your score. However, your score on the final module will not be adjustable. You will want to make sure you have a strong average going into the final module. Otherwise, you will have to retake the entire course. Courses are not timed and can be completed over multiple sittings.
- The status on the course homepage for each module will change to "incomplete" once you start a module. Upon completion, the status will change to the module's completion date. You will see your score in the adjacent column.

Course Certificates
- Once you complete all the modules in a course, you will see your "completed gradebook." The gradebook includes your cumulative score for the course. You may come back to completed modules at any time to review the topics covered in the course. At the completion of each course, a completion certificate will be generated for your records.
- Submit a copy of the certificate of completion to your CastleBranch account to satisfy the CITI training requirements.
- An Example certificate is shown on the final page of this document.

CITI Resources:
- WSU Office of Research Support and Operations (ORSO) CITI Training Resources: (https://orso.wsu.edu/citi-training-resources/)

- [I Am a Student and I Need Help](https://support.citiprogram.org/s/article/I-Am-A-Student-and-I-Need): (https://support.citiprogram.org/s/article/I-Am-A-Student-and-I-Need)
- [CITI IT helpdesk](https://support.citiprogram.org/s/contactsupport): (https://support.citiprogram.org/s/contactsupport)

Example Course Certificate of Completion