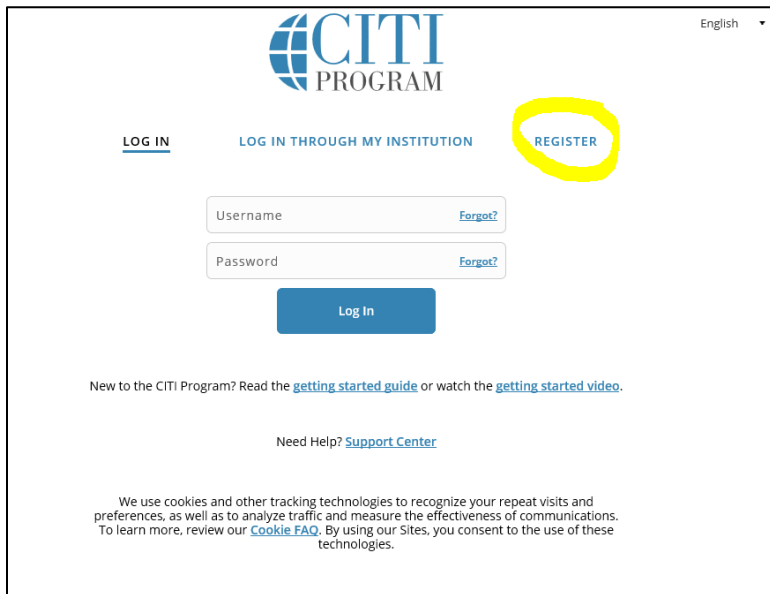


Registering for Your CITI Account and Enrolling in CITI Trainings

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”).



English

CITI PROGRAM

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

Log In

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

Need Help? [Support Center](#)

We use cookies and other tracking technologies to recognize your repeat visits and preferences, as well as to analyze traffic and measure the effectiveness of communications. To learn more, review our [Cookie FAQ](#). By using our Sites, you consent to the use of these technologies.

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.

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4

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. ⓘ

Washington State University

Washington State University allows the use of Single Sign On (SSO) or a CITI Program username/password for access.

Single Sign On (SSO) requires a username and password issued by Washington State University.

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

☒ I affirm that I am an affiliate of Washington State University.

Log In with Washington State University or Create a CITI Program account

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.

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration - Washington State University

Steps: 1 2 3 4

Personal Information

* Indicates a required field.

* First Name Last Name

* Email Address * Verify 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.

Secondary email address Verify secondary email address

Continue To Step 3

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.

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration - Washington State University

Steps: 1 2 3 4

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

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.

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration - Washington State 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

7. In the Your CE Credit Status screen, please select “No” for CEU credits.
- Selecting “Yes” is optional. However, you will be financially responsible, not WSU.
 - 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 complete the ***required fields**.
- 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.
 - Select **Responsible Conduct of Research** under the question **Which course do you plan to take?*** field.
 - 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:
- Yes, I conduct research with live human beings, human samples or with data** derived from human beings.
 - 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...**
 - Yes, I need/want to take the course on HIPAA.**
 - 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.

Question 2

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

This question is required. Choose one answer.

☐ **NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past.
This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

☐ **Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Start Over

Next

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.

Question 3

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.

This question is required. 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. Choose either Biomedical or Social to Meet IRB Requirements.

☐ **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. Choose either Biomedical or Social to Meet IRB Requirements.

☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

☐ **Students conducting no more than minimal risk research**

☐ **Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.

☐ **Other Groups**

Start Over

Next

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.

Question 5

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

This question is required. 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

Start Over

Next

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.

Question 6

If you want to take Good Clinical Practice (GCP) or Health Information Privacy and Security (HIPS), please make your selection below.

This question is required. Choose all that apply.

☐

Good Clinical Practice (GCP)

☐

CITI Health Information Privacy and Security (HIPS) for Clinical Investigators

☐

CITI Health Information Privacy and Security (HIPS) for Clinicians

☐

CITI Health Information Privacy and Security (HIPS) for Students and Instructors

☐

CITI Health Information Privacy and Security (HIPS) for Fundraisers

☐

CITI Health Information Privacy and Security (HIPS) for Marketers

☒

No, thanks.

Start Over

Next

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).

Question 8

Please select below if you wish to enroll in the IRB Chair or Institutional/Signatory Official: Human Subject Research courses.

Choose all that apply.

☐ IRB Chair


☐ Institutional/Signatory Official: Human Subject Research

☐ IRB Administration

☒ Not at this time.

Start Over

Next



15. For Question 11 select:

- a. Please select **Yes** to Annual HIPAA refresher training.
- b. Click the **Next** button to go to the enrollment confirmation page.

Question 11

Does your program or college require annual HIPAA refresher training (e.g., ALL College of Nursing graduate students, DNP and MN)?


Choose one answer.

☒ Yes

☐ No

Start Over

Next



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

The screenshot shows a web interface with the following elements:

- Active Courses** header with a [Learner Tools](#) link. Below it, a message states: "You have no active courses for this Institution."
- Courses Ready to Begin** header with a [Learner Tools](#) link.
- Four course cards, each with a progress bar and a **Start Now** button:
 - Conflicts of Interest** (Stage 1): 0 / 2 modules completed. A yellow arrow points to the **Start Now** button.
 - HIPAA (Annual expiration date)** (Stage 1 - Basic Course): 0 / 3 modules completed.
 - Social and Behavioral Responsible Conduct of Research** (Stage 1 - RCR): 0 / 10 modules completed.
 - Social/Behavioral Research Course** (Stage 1 - Basic Course): 0 / 8 modules completed.

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.
- Click the **Submit** button to be directed to the course dashboard.

The screenshot shows the 'Assurance Statement' for 'Conflicts of Interest - Stage 1'. It includes the following sections:

- 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.

At the bottom, there is a checked checkbox and the text: "I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials." A yellow arrow points to the **Submit** button.

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

Washington State University

INSTRUCTIONS

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS

0 / 2 modules complete

SCORE

0%

You have unfinished required or elective modules remaining.

Required Modules

Complete all 2 required modules.

Modules	Completed	Score
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID 15070)	Incomplete	-
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID 15072)	Incomplete	-

Supplemental Modules

Modules	Completed	Score
Conflicts of Commitment and Conscience (COI-Basic) (ID 15073)	Incomplete	-

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) (<https://www.citiprogram.org/index.cfm?pageID=14>) to pick up where you left off with your training.

- Click the **View Courses** button.
- 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/) (<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

		Completion Date 10-May-2023 Expiration Date 10-May-2024 Record ID [REDACTED]
This is to certify that:		
[REDACTED]		
Has completed the following CITI Program course:		
<p> CITI Health Information Privacy and Security (HIPS) <small>(Curriculum Group)</small> HIPAA (Annual expiration date) <small>(Course Learner Group)</small> 1 - Basic Course <small>(Stage)</small> </p>		
Not valid for renewal of certification through CME.		
Under requirements set by:		
Washington State University		
<div style="text-align: center;">  Collaborative Institutional Training Initiative </div>		101 NE 3rd Avenue, Suite 320 Fort Lauderdale, FL 33301 US www.citiprogram.org
Verify at www.citiprogram.org/verify/?wf5671eaf-df35-40c2-b059-7b1c82391f77-55797858		