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) 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.

8. On the next screen, please complete 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?**
   c. When done, click the **Next** button.
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.
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 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 HIPAA 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.

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.
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)
• **CITI IT helpdesk:** (https://support.citiprogram.org/s/contactsupport)

**Example Course Certificate of Completion**

![Example Course Certificate of Completion](https://example.com/certificate.jpg)

This is to certify that:

<table>
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<th>Completion Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
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<td>10-May-2023</td>
<td>10-May-2024</td>
</tr>
</tbody>
</table>

Has completed the following CITI Program course:

- **CITI Health Information Privacy and Security (HIPS)**
  - (Curriculum Group)
  - HIPAA (Annual expiration date)
  - (Course Learner Group)
  - 1 - Easic Course
  - (Stage)

Under requirements set by:

- **Washington State University**

Verify at [www.citiprogram.org/verify/?w5671eaf-df35-40c2-b059-7b1c82391f77-55797858](http://www.citiprogram.org/verify/?w5671eaf-df35-40c2-b059-7b1c82391f77-55797858)