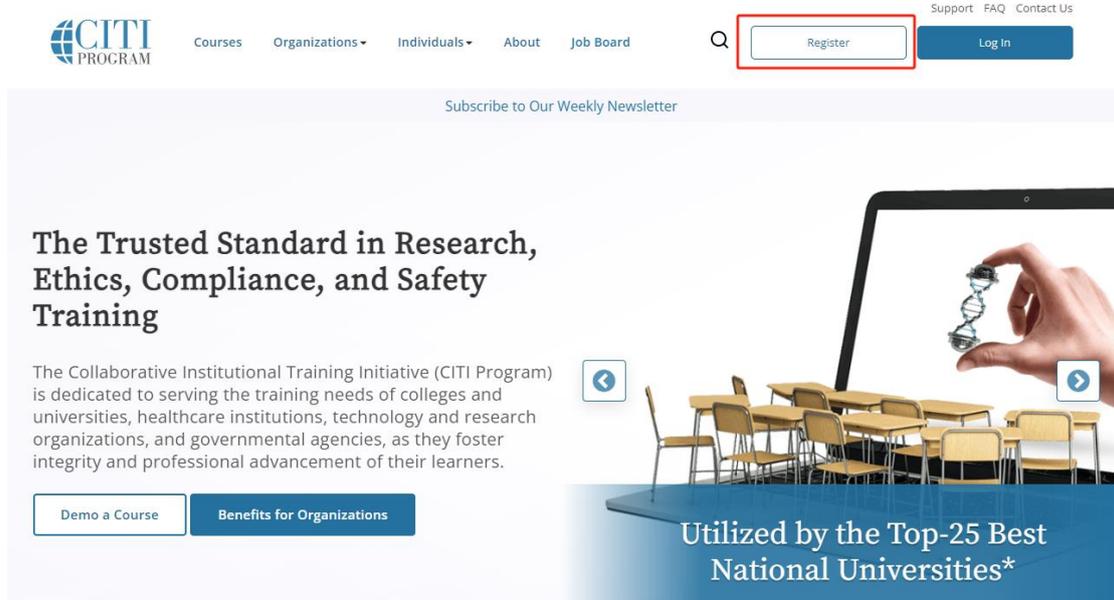


Step-by-step guideline to CITI training course (for WKU IRB Applicant)

1. Go to the official website of CITI Program:

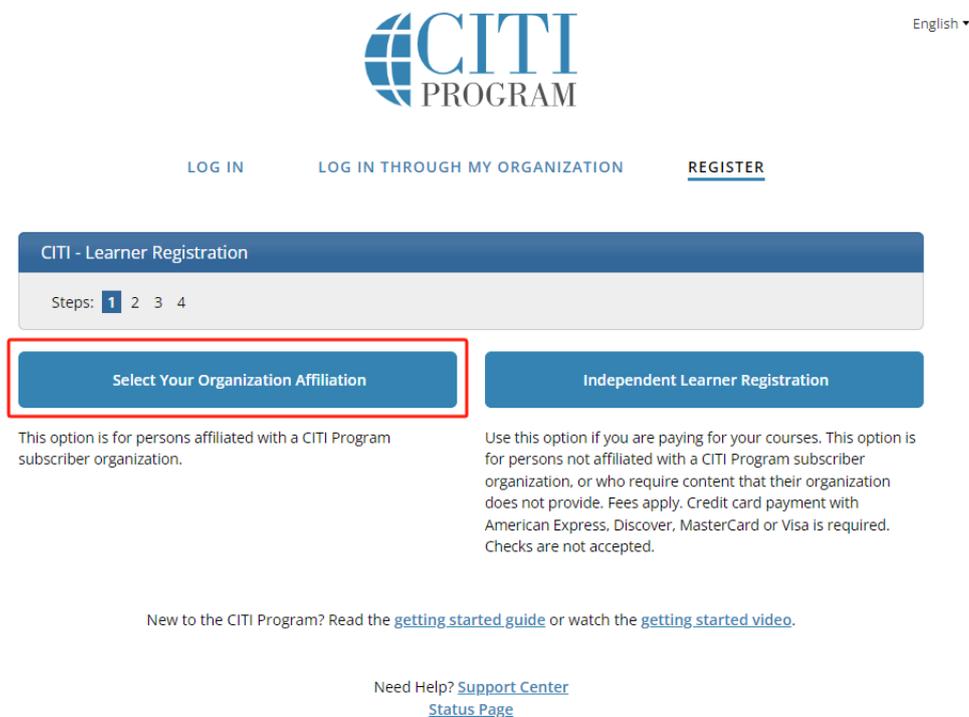
<https://about.citiprogram.org/>

2. Click the “Register” button on the top:



The screenshot shows the CITI Program website homepage. At the top, there is a navigation bar with the CITI PROGRAM logo on the left and links for Courses, Organizations, Individuals, About, and Job Board. A search bar and a Log In button are on the right. The 'Register' button in the search bar is highlighted with a red box. Below the navigation bar is a banner with the text 'The Trusted Standard in Research, Ethics, Compliance, and Safety Training' and 'Utilized by the Top-25 Best National Universities*'. The banner includes an image of a hand holding a DNA helix over a classroom. Below the banner are two buttons: 'Demo a Course' and 'Benefits for Organizations'.

3. For WKU IRB applicant, please choose “Select Your Organization Affiliation”:



The screenshot shows the CITI Program registration process. At the top, there is a navigation bar with the CITI PROGRAM logo on the left and links for LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER. The 'REGISTER' button is highlighted with a red box. Below the navigation bar is a section titled 'CITI - Learner Registration'. Below this section is a progress bar with steps 1, 2, 3, and 4. Step 1, 'Select Your Organization Affiliation', is highlighted with a red box. Below the progress bar are two buttons: 'Select Your Organization Affiliation' and 'Independent Learner Registration'. The 'Select Your Organization Affiliation' button is highlighted with a red box. Below the buttons are two columns of text describing the options. At the bottom, there is a link to the 'getting started guide' and a 'Need Help? Support Center Status Page' link.

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation Independent Learner Registration

This option is for persons affiliated with a CITI Program subscriber organization.

Use this option if you are paying for your courses. 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.

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

Need Help? [Support Center](#)
[Status Page](#)

4. Search “Kean University” in the box and tick both options:

The screenshot shows the CITI PROGRAM registration interface. At the top, there is a logo for CITI PROGRAM and a language dropdown menu set to English. Below the logo are three navigation links: LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER (which is underlined). The main content area is titled "CITI - Learner Registration" and shows a progress indicator with four steps, where step 1 is highlighted. The current step is "Select Your Organization Affiliation". It contains a text box with "Kean University" entered, a paragraph of instructions, two checked checkboxes for terms of service and affiliation, a "Create a CITI Program account" button, and a "Return to Options" link at the bottom.

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. ⓘ

Kean University

Kean University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

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

I affirm that I am an affiliate of Kean University.

Create a CITI Program account

Return to Options

5. Input your information – please use Kean’s email address:

The screenshot shows the second step of the registration process, "Personal Information". It features a progress indicator with four steps, where step 2 is highlighted. The form includes a note about required fields, four input fields for First Name, Last Name, Email Address, and Verify email address, and two input fields for Secondary email address and Verify secondary email address. A "Continue To Step 3" button is located at the bottom.

CITI - Learner Registration - Kean 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

6. Input your credentials as instructed:

CITI - Learner Registration - Kean 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](#)

7. After successful registration, log in and click "View Courses":

Welcome, [blurred]

[Add Institutional Affiliation](#)
[Purchase Independent Learner Courses](#)

Courses Completed Years of Membership

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](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Kean University

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

8. Scroll down the page and click “Add a Course”:

Learner Tools for Kean University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

SUPPORT
888.529.5929
9:00 a.m. – 7:00 p.m. ET
Monday – Friday
[Contact Us](#)
[Status Page](#)

LEGAL
[Accessibility](#)
[Copyright](#)
[Privacy and Cookie Policy](#)
[Statement of Security Practices](#)
[Anti-Discrimination Policy](#)
[Terms of Service](#)



9. Tick the appropriate option for each question, based on your role in your research and your research content. If the description of some questions doesn't fit your situation, please skip those questions.



[View instructions page.](#)

Question 1

Responsible Conduct of Research

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

- Science
- Humanities, Social Sciences, Education, and Arts
- Administrators
- Students
- Conflicts of Interest (COI)

Question 2

Human Subjects Research

Please make your selection below

- Nursing Grad. Students
- Students conducting no more than minimal risk research

10. After click the “Submit” button at the page bottom, you will have access to the CITI training courses.

11. Complete the CITI training courses and obtain your CITI training certificates.

***This guideline was finalized by Wenzhou-Kean University Office of Research and Sponsored Programs (Office of Government and Community Outreach) on Feb 22, 2024.**