Citi Program Login Instructions

(Instructions are highlighted in yellow.)

1. Go to www.citiprogram.org. The opening page is copied below.

2. If you have not previously created a CITI account, select Register. You will be directed to the registration page. If you have previously registered with CITI, please use your established username and password and affiliate with Liberty University. Your Liberty-required CITI coursework will be added to your personal information page. Do not set up a separate username and password.

3. Next, you will be asked to select your organization affiliation. Type “Liberty University” in the selection box. Do not enter “Liberty IRB.”

4. Enter the requested personal information.

5. Create a user name, create a password, and verify your password. Select and respond to a security question.

6. Enter requested personal information.
7. If you would like to pay for and receive continuing education credits for your LU CITI coursework, please complete step 5. Continuing education credits through CITI are available for physicians, psychologists, and nurses.
8. Respond to the below question as desired.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

If you answer 'yes', you will be provided with information before you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information must be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will not see information about the CEU credits available for courses before you start them or after completing them, and you will be ineligible for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- AMA PRA Category 1 Credits
- Nurses (CNE Credits)
- Other
- Psychologists (CEP Credits)

9. Provide the additional information requested. You are only required to provide responses to the starred items.
10. Make any desired or department/discipline-required selections for questions 1-3.
Question 1

Human Subjects Research

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.

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.

- 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.

- 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.

- School of Education

- Psychology/Counselling

- Seminary

- Nursing

Question 2

If you want to take Health Information Privacy and Security (HIP5) optionally, please make your selection below.

Choose all that apply

- Health Information Privacy and Security (HIP5) Course - Information for Clinicians
- Health Information Privacy and Security (HIP5) Course - Information for Investigators
- Health Information Privacy and Security (HIP5) Course - Information for Students or Instructors
- Health Information Privacy and Security (HIP5) Course - Information for Fundraisers
- Health Information Privacy and Security (HIP5) Course - Information for Marketers
11. Unless your research involves funding, and you have been instructed to do so, please select “No” for question four.

12. Please select a desired/required selection for question 5 or skip this section if it is not needed.
13. Make any your desired/required selection for question 6 and click “Submit.”

**Question 6**

**Biosafety/Biosecurity**

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

- Biosafety Complete Training
- Biosafety Retraining
- LUCOM Basic
- OSHA/NIH/Human Gene Transfer
- Not at this time

Submit

14. Click “Finalize Registration”.

**CITI - Learner Registration**

Your registration with Liberty University is complete. You must make a selection below to continue.

- Affilite with another institution
- Finalize registration

15. An email will be sent to the address you provided during registration.
16. You will receive an email containing a confirmation link. Upon clicking the link, your CITI registration will be complete.

17. Click the word here to be directed to the login page.

18. Enter your user name and password and click Log In.
19. You will be directed to the Main Menu. Your name and member ID number will be listed at the top of the screen. You should also see Liberty University listed as your affiliated institution (or one of your affiliated institutions) followed by the courses you selected. You may now begin taking the required courses and proceed with the IRB review process. Once you have completed your IRB-required CITI course, CITI will email your completion report to the IRB, and the IRB will save your report for documentation purposes.