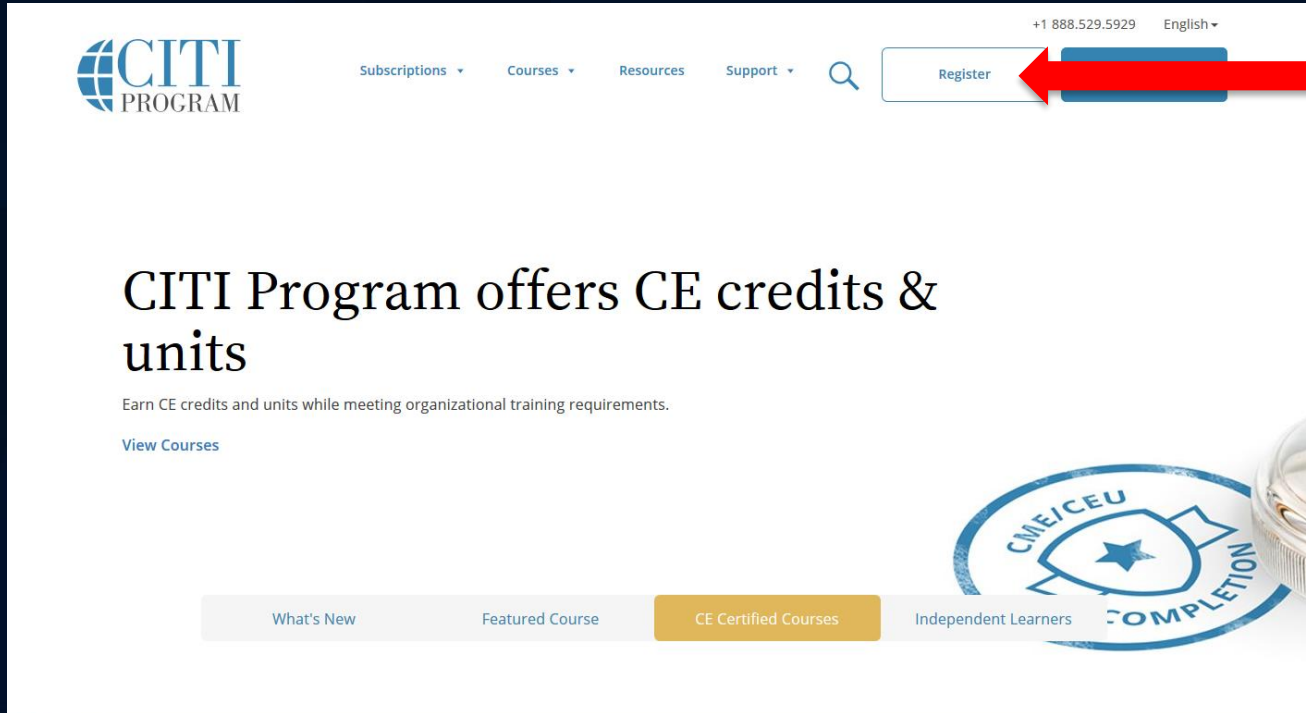


CITI Login Instructions


Go to www.citiprogram.org



The screenshot shows the CITI Program website. At the top left is the CITI PROGRAM logo. To its right is a navigation bar with links for Subscriptions, Courses, Resources, and Support, each with a dropdown arrow. Further right is a search icon and a 'Register' button. Above the 'Register' button, the phone number '+1 888.529.5929' and a language selector 'English' with a dropdown arrow are visible. A large red arrow points from the right side of the page towards the 'Register' button. Below the navigation bar, the main heading reads 'CITI Program offers CE credits & units'. Underneath this is a subtext: 'Earn CE credits and units while meeting organizational training requirements.' and a link 'View Courses'. At the bottom, there is a horizontal menu with four options: 'What's New', 'Featured Course', 'CE Certified Courses' (which is highlighted in orange), and 'Independent Learners'. On the right side of the bottom menu, there is a circular seal with a star in the center, surrounded by the text 'CME/CEU' and 'COMPLETION'.

Click register.

Affiliate with Liberty University

English ▾

LOG INLOG IN THROUGH MY INSTITUTIONREGISTER

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

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. ⓘ

Type “Liberty
University.”



Affiliate with Liberty University



The screenshot shows the CITI Program website interface. At the top, the CITI PROGRAM logo is centered, with a language dropdown set to 'English'. Navigation links for 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' are present, with 'REGISTER' being the active link. Below this is a 'CITI - Learner Registration' section with a progress bar showing steps 1 through 7, where step 1 is the current step. The main content area is titled 'Select Your Organization Affiliation' and includes instructions for users affiliated with a CITI Program subscriber organization. A search box contains the text 'Liberty University'. Below the search box, a note states that Liberty University only allows the use of a CITI Program username/password for access. At the bottom of the form, there is a checkbox for agreeing to the Terms of Service, which is currently unchecked.

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

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. ⓘ

Liberty University

Liberty 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](#) for accessing CITI Program materials.

Check the box.



Affiliate with Liberty University

English ▾

LOG INLOG IN THROUGH MY INSTITUTIONREGISTER

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

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. 🗨

Liberty University

Liberty 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](#) for accessing CITI Program materials.

☐ I affirm that I am an affiliate of Liberty University.

Check the box.



Affiliate with Liberty University

English ▾

LOG INLOG IN THROUGH MY INSTITUTIONREGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

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. ⓘ

Liberty University

Liberty 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](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Liberty University.

Continue To Create Your CITI Program Username/Password

Click to continue.



Enter Personal Information

Enter your
name.



Enter your LU
email address.



Click continue.



CITI - Learner Registration - Liberty University

Steps : 1 2 3 4 5 6 7

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

Create Username & Password

Create your username.
(We suggest using your
LU username).

Create your password.

Select a security
question and provide an
answer.

Click continue.

CITI - Learner Registration - Liberty University

Steps: 1 2 **3** 4 5 6 7

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](#)

Select Country of Residence

CITI - Learner Registration - Liberty University

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* 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.

Continue To Step 5

Select Country
of Residence.



Click continue.



Continuing Education Credit (CEU)

Select whether or not
you would like to pay
for continuing education
units. (Most will select
“No”)



Steps: 1 2 3 4 5 6 7

* indicates a required field.

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

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 many CITI courses - with that availability indicated on course and module listings. **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.

☐ Yes

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.

☐ No

If you picked "YES", please check below the one type of credit you would like to earn

☐ MDs, DOs, PAs - AMA PRA Category 1 Credits TM

☐ Psychologists - APA Credits

☐ Nurses - ANCC CNE

☐ Other Participants - Certificates of Participation

☐ Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Participation in Research Studies

Select whether or not you would like to participate in research studies. (Most will select “No”)



* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

☐ Yes

☐ No

☐ Not sure. Ask me later

Select whether or not you would like to receive marketing information (Most will select “No”)



* Can CITI Program contact you at a later date with marketing information? ⓘ

☐ Yes

☐ No

Click continue.



Continue To Step 6

Liberty University Information

CITI - Learner Registration - Liberty University

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Liberty University

* Indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

Employee Number

* Department

* Role In Research

Enter your LU
email address.

Enter your
highest *earned*
degree.

Enter your
student ID.

Enter your LU
Department (School
of Divinity, School of
Education, etc.)

Select your role.

Faculty/Chair/Mentor: Select Principal

Investigator

Student: Select Student Researcher

Liberty University Information

Address and Phone information fields are optional. It is not necessary to complete this information.



Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Click continue.



Continue To Step 7

For IRB Studies:

CITI - Learner Registration - Liberty University

Steps : 1 2 3 4 5 6 7

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click [here](#) to review the Liberty University instructions page.

Question 1

Human Subjects Research (HSR)

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 & Health Science Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ Social & Behavioral Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ Institutional Official
- ☐ IRB Chair

Select if:
LUCOM, Health
Sciences, etc.

Select if:
Education,
Divinity, COMS,
Music, Business,
etc.

Select if:
IRB member
or staff.

For IACUC Studies

Select based on
your role:



Select based on
your research:



Question 2

Animal Care and Use (ACU)

Please select below according to your role and select the appropriate species specific electives according to your research interests.

Choose all that apply

- ☐ IACUC Basics for Researchers
- ☐ IACUC Members & IACUC Staff
- ☐ IACUC Community Member
- ☐ IACUC Basics for Students

Choose the appropriate species specific electives depending on your work or interests.

- ☐ Wildlife Research
- ☐ I work with Amphibians
- ☐ I work with Fish
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ I work with Hamsters
- ☐ I work with Horses
- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Rabbits
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Reptiles
- ☐ I work with Zebrafish

Select below if you are an IACUC Chair or Institutional Official:

- ☐ IACUC Chair
- ☐ Institutional Official

For IACUC Studies

Question 3

Biosafety/Biosecurity

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

Choose one answer

- ☐ LUCOM Basic
- ☐ Biosafety Officer Training - Basic/Initial
- ☐ IBC Member & IBC Staff
- ☐ IBC Basics for Researchers & Students
- ☐ Not at this time.

Select (covers
Occupational Health
and Laboratory Safety
information)



For IBC Studies

Question 3

Biosafety/Biosecurity

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

Choose one answer

- ☐ LUCOM Basic
- ☐ Biosafety Officer Training - Basic/Initial
- ☐ IBC Member & IBC Staff
- ☐ IBC Basics for Researchers & Students
- ☐ Not at this time.

Select based on
your role:



Complete Registration

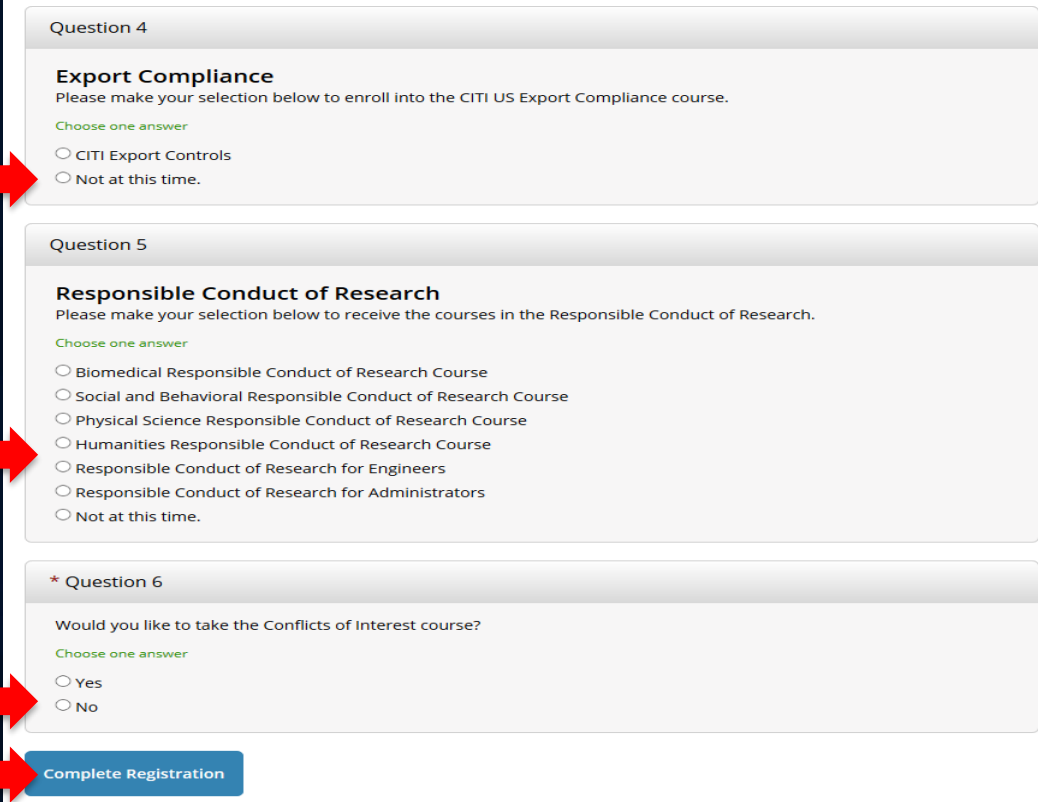
Select “Not at this time.”

Only select an option if pursuing a grant for your research.

Otherwise, select “Not at this time.”

Only select “yes” if pursuing a grant for your research. Otherwise, select “No.”

Click complete.



The form consists of three question sections, each with a title, instruction, and a list of radio button options. Red arrows point from the instructions on the left to the corresponding sections in the form.

Question 4

Export Compliance
Please make your selection below to enroll into the CITI US Export Compliance course.

Choose one answer

- ☐ CITI Export Controls
- ☐ Not at this time.

Question 5

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

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
- ☐ Responsible Conduct of Research for Administrators
- ☐ Not at this time.

*** Question 6**

Would you like to take the Conflicts of Interest course?

Choose one answer

- ☐ Yes
- ☐ No

Complete Registration