

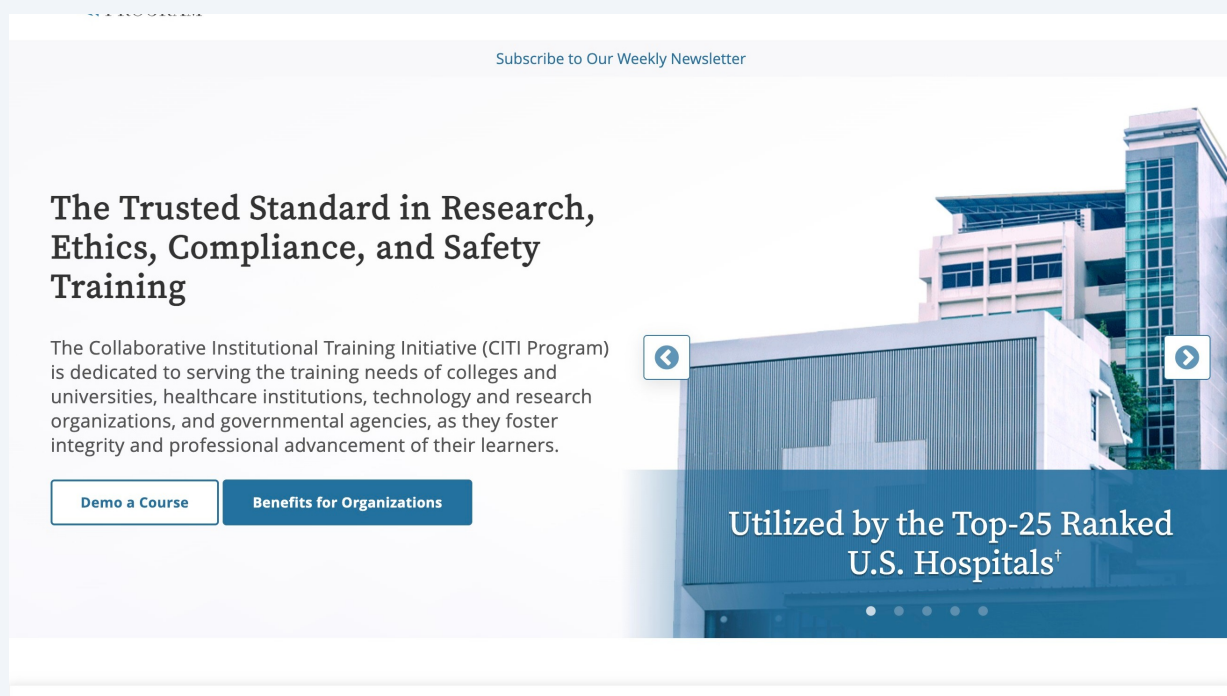
# How to Register for a CITI Program Account



Follow this guide to successfully create your CITI Program account affiliated with Fort Hays State University. This walkthrough covers every step from initial registration to setting up your institutional profile for research training.

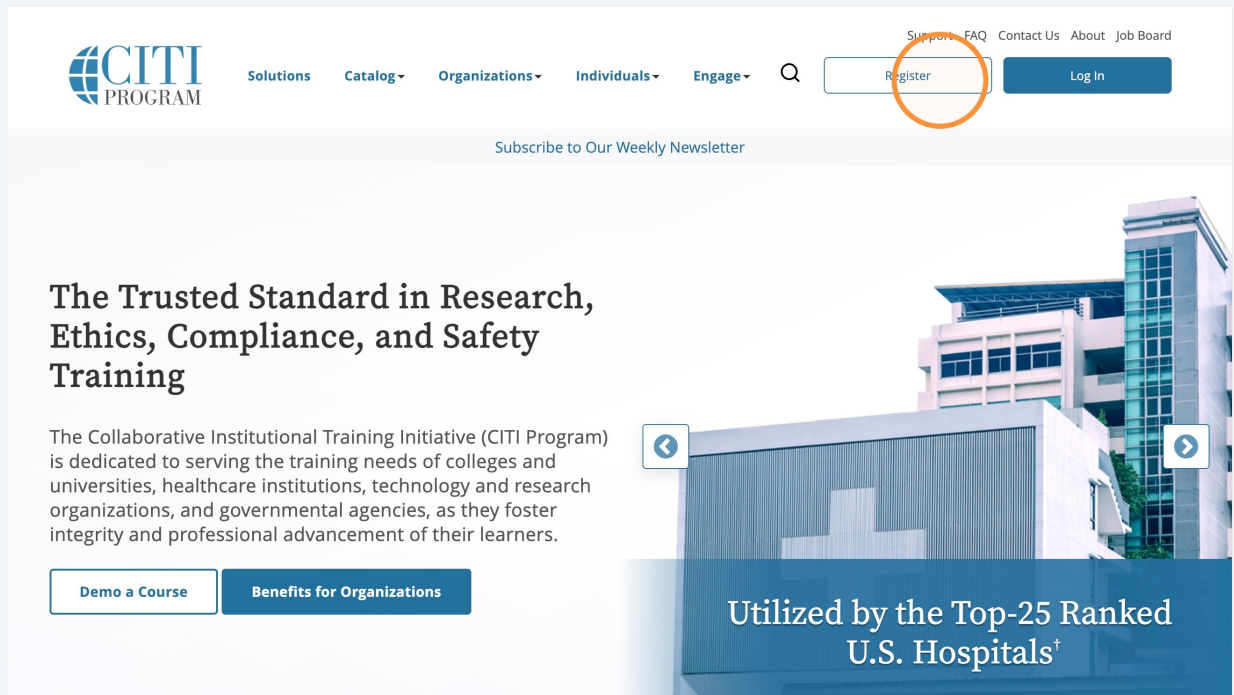
1

Navigate to [https://about.citiprogram.org/?\\_ga=2.215143255.1915511531.1790191359-2011325701.1790191359](https://about.citiprogram.org/?_ga=2.215143255.1915511531.1790191359-2011325701.1790191359)

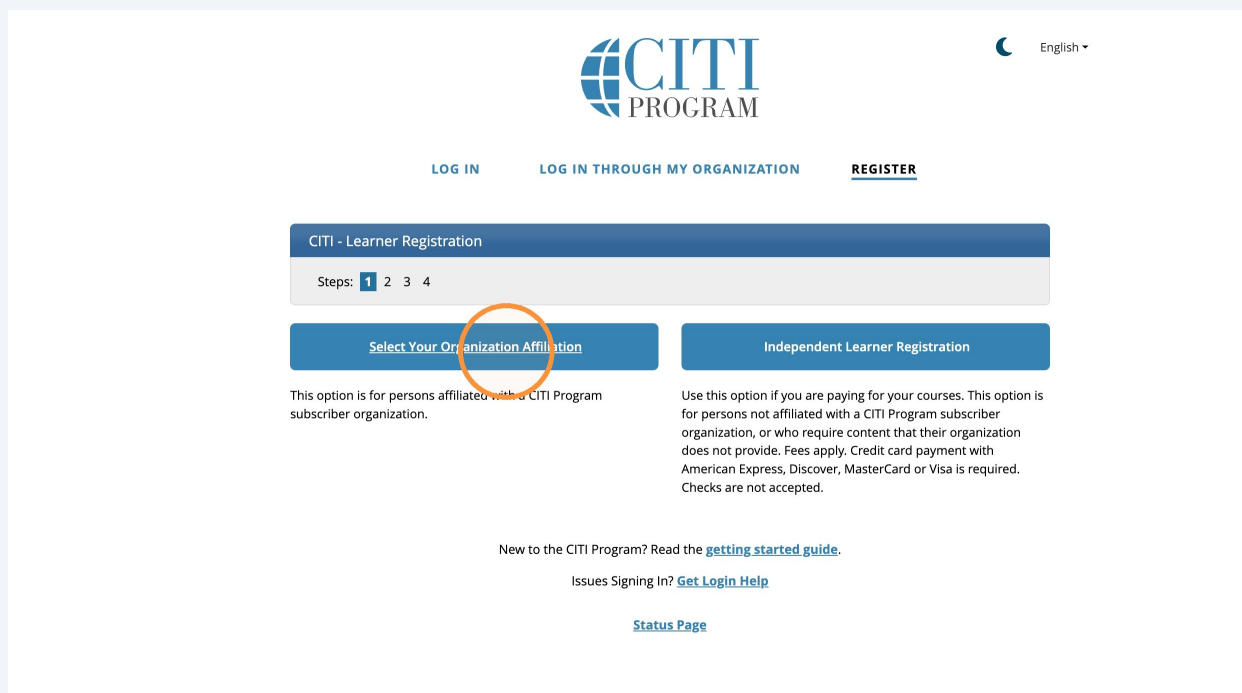


## Organization Registration

## 2 Click "Register"



## 3 Click "Select Your Organization Affiliation"



#### 4 Type "Fort Hays State University" in the organization affiliation field.

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. ⓘ

Return to Options

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

Issues Signing In? [Get Login Help](#)

[Status Page](#)

#### 5 Click "Fort Hays State University"

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. ⓘ

- Donald Danforth Plant Science Center
- Fort Hays State University**
- Fort Lewis College
- Fort Peck Community College
- Fort Valley State University
- Fort Valley State University (SSO)
- Hôpital Montfort (N2)
- University of Arkansas - Fort Smith
- VA Fort Harrison, MT-436
- VA Fort Howard, MD-512A4
- VA Fort Lyon-567
- VA Fort Meade, SD-568
- VA Fort Wayne, IN-610A4

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Click the "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." field. Click the "I affirm that I am an affiliate of Fort Hays State University." field.

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. ⓘ

Fort Hays State University

Fort Hays State 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 Fort Hays State University.

[Return to Options](#)

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Click "Submit"

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. ⓘ

Fort Hays State University

Fort Hays State 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 Fort Hays State University.

[Create a CITI Program account](#)

[Return to Options](#)

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## Personal Information

## 8 Fill out the person information

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration - Fort Hays 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

## 9 Click "Submit"

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

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# Account Credentials

## 10 Create a username and password

CITI - Learner Registration - Fort Hays 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

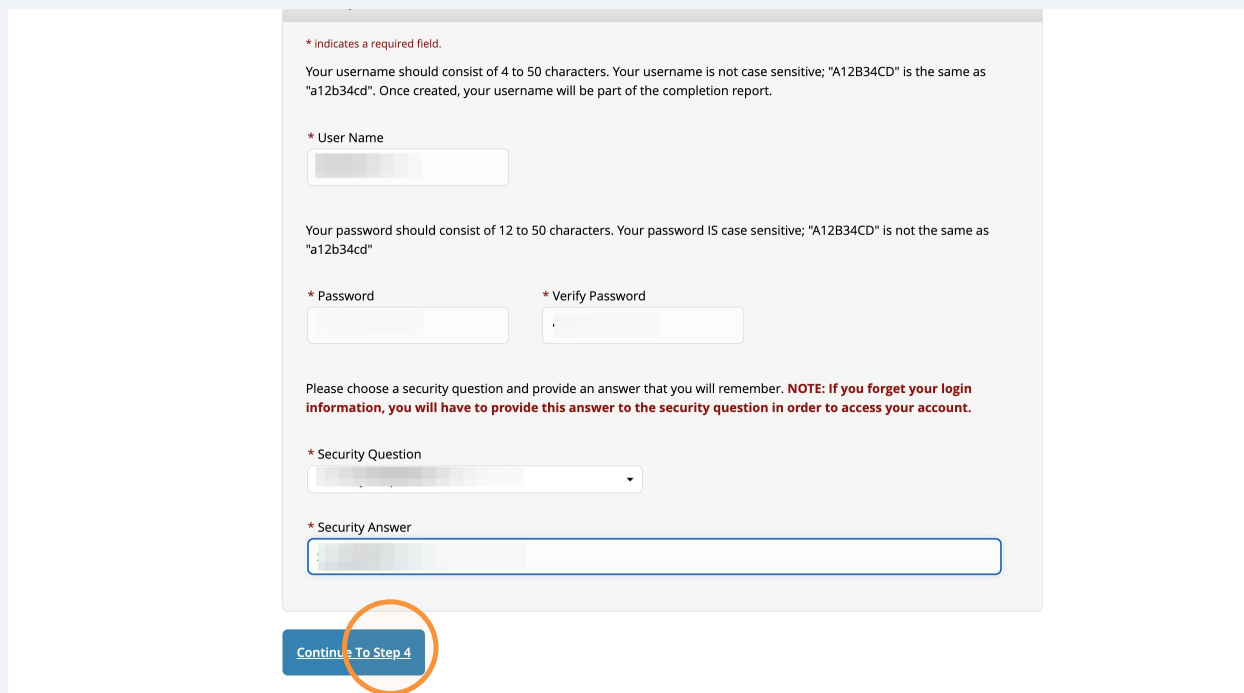
Your password should consist of 12 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd"

\* 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

## 11 Click "Submit"



\* 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 12 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.**

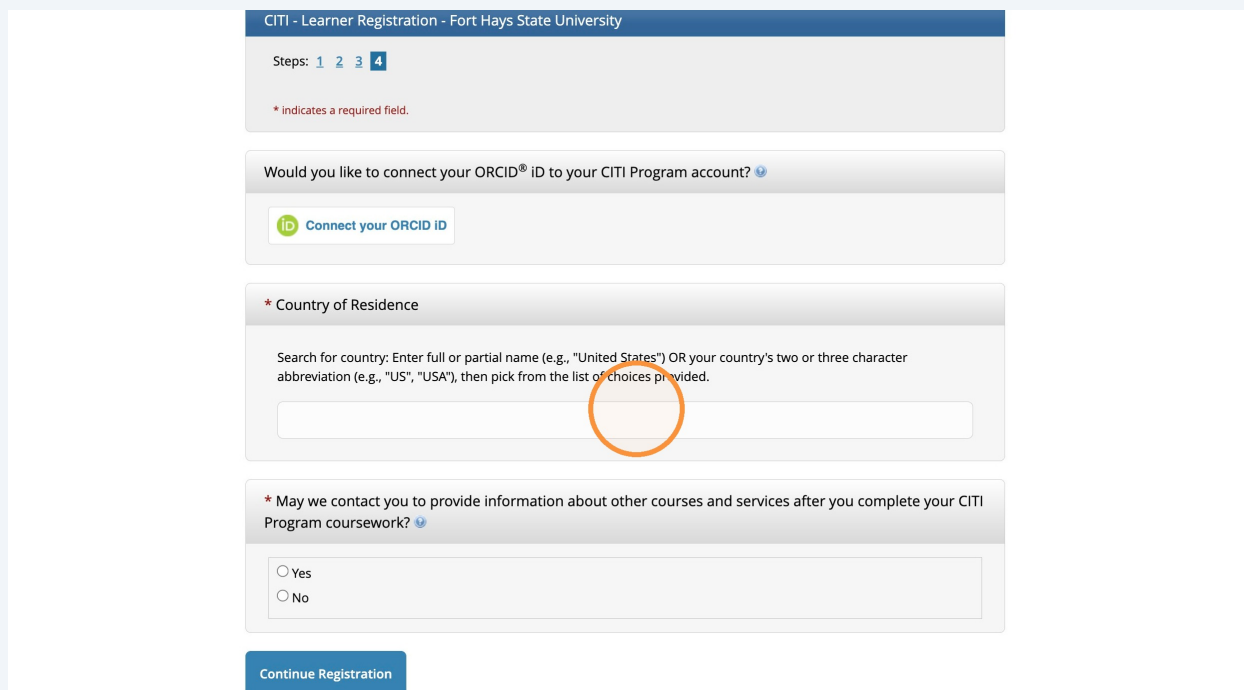
\* Security Question

\* Security Answer

[Continue To Step 4](#)

## Registration Preferences

## 12 Type "United States" in the Country of Residence field.



CITI - Learner Registration - Fort Hays State University

Steps: 1 2 3 4

\* indicates a required field.

Would you like to connect your ORCID® ID to your CITI Program account? ⓘ

[id 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

[Continue Registration](#)

### 13 Click the "Yes" 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.

United States

**\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?** ⓘ

☐ Yes

☐ No

[Continue Registration](#)

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### 14 Click "Submit"

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.

United States

**\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?** ⓘ

☒ Yes

☐ No

[Continue Registration](#)

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## 15 Select no and then click "Submit"

### What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.

[Learn more about CE credits.](#)

### Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

**Submit**

### Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

- Click on "Courses" tab at top left of this page and click "View Courses" for your institution.
- Scroll down to "Active Courses" and/or "Completed Courses" section, as applicable.
- Click on the "Apply Now" or "Claim Now" link posted in your course box(es) at top-right corner next to a "CE" badge.

Your CE certificate(s) will be posted on this page after purchasing or claiming them.



## Institution Affiliation

16 Select the "English" option.

## Affiliate with an Institution

Fort Hays State University

[Home](#) > [Profiles](#) > Affiliate with an Institution

**Please provide the following information requested by Fort Hays State University.**

Fields marked with an asterisk (\*) are required.

**Language Preference**

English

**Institutional email address \***

We recommend providing an email address issued by Fort Hays State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Fort Hays State University officials identify your learning records in reports.

Enter a valid Institutional Email Address.

**Verify Institutional email address \***

Re-enter Institutional Email Address.

17 Type in the Institutional email address field and verify. Only complete the required questions.

Fort Hays State University.

Fields marked with an asterisk (\*) are required.

**Language Preference**

English

**Institutional email address \***

We recommend providing an email address issued by Fort Hays State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Fort Hays 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**

...

**Employee Number**

## 18 Type in the Department field.

A screenshot of a web form. At the top, there is a text input field containing the email address "ajpietsch@mail.fhsu.edu". Below this is a dropdown menu labeled "Highest degree" with a blue downward arrow icon. Next is a text input field labeled "Employee Number". Below that is a text input field labeled "Department \*" which is highlighted with an orange circle. This is followed by a dropdown menu labeled "Role? \*" with a blue downward arrow icon. At the bottom, there are two text input fields labeled "Address Field 1" and "Address Field 2".

## 19 Select the Student Researcher - Undergraduate or Graduate

A screenshot of a web form. At the top, there is a dropdown menu with a blue downward arrow icon. Below this is a text input field labeled "Employee Number". Next is a text input field labeled "Department \*" containing the text "Biology". Below that is a dropdown menu labeled "Role? \*" which is highlighted with an orange circle. This dropdown menu shows the selected option "Student Researcher - Undergraduate" and has a blue downward arrow icon. At the bottom, there are three text input fields labeled "Address Field 1", "Address Field 2", and "Address Field 3".

## 20 Click "Submit"

A registration form with the following fields: [Empty text box], City, [Empty text box], State, [Empty text box], Zip/Postal Code, [Empty text box], Country, [Empty text box], Phone, [Empty text box]. At the bottom is a blue button labeled "Next", which is circled in orange.

## Course Selections

### 21 Select Social & Behavioral Research Student Basic/Refresher Course if you are working with Human Subjects in your research.

[View instructions page.](#)

#### 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.

- ☐ Social & Behavioral Research Basic/Refresher Course Choose this group to satisfy IRB training requirements for faculty and staff involved primarily in Social and Behavioral research with human subjects.
- ☒ Social & Behavioral Research Student Basic/Refresher Course Choose this group to satisfy IRB training requirements for students involved primarily in Social and Behavioral research with human subjects.
- ☐ Biomedical Research Basic/Refresher Course: Choose this group to satisfy IRB training requirements for faculty, staff, and students involved primarily in Biomedical research with human subjects.
- ☐ IRB Members: This Basic/Refresher Course is appropriate for IRB or Ethics Committee members.
- ☐ Students –Class Projects Basic Course – this course is appropriate for some undergraduate student activities that are class projects (no dissemination outside of class, the activity is not designed to develop or contribute to generalizable knowledge). NOTE: This mini course is not appropriate for most graduate student research. This mini course is not appropriate for research requiring IRB approval.
- ☐ Institutional/Signatory Official: Human Subjects Research

## 22 Skip question 2. Select Not at this time for the IRB Chair course.

Research requires that you complete many courses, please indicate your selection below.

- ☐ Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors (Optional Course- please check with your instructor)
- ☐ CITI Health Information Privacy and Security (HIPS) for Clinicians
- ☐ CITI Health Information Privacy and Security (HIPS) for Clinical Investigators

### Question 3

Would you like to take the IRB Chair course?

- ☒ Yes
- ☐ Not at this time.

### Question 4

#### Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Investigators, Staff and Students course.
2. If you are an IACUC Member you should complete the "IACUC Chairs, members and coordinators" course, or the IACUC Community Member course.
3. Choose the appropriate species specific electives according to your research interests.

☐

## 23 Select working with the IACUC Course if you are working with animals in your study.

### Question 4

#### Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Investigators, Staff and Students course.
2. If you are an IACUC Member you should complete the "IACUC Chairs, members and coordinators" course, or the IACUC Community Member course.
3. Choose the appropriate species specific electives according to your research interests.

- ☒ "Working with the IACUC Course" is required if you plan to use animals in your work.

- ☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

- ☐ Institutional Official: Animal Care and Use

- ☐ Post-Approval Monitoring (PAM)

- ☐ IACUC Chair

- ☐ IACUC Community Member

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

- ☐ Wildlife Research

- ☐ Working with Amphibians in a Research Setting

- ☐ Working with Cattle

- ☐ Working with Fish in Research

- ☐ Working with Horses

## 24 Select Not at this time for Responsible Conduct of Research.

### Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research. **NOTE: These courses are NOT substitutes for the required courses for submissions to the IRB or IACUC.**

- ☐ Biomedical Sciences (RCR)
- ☐ Informatics and Computer Sciences (RCR)
- ☐ Humanities (RCR)
- ☐ Physical Science (RCR)
- ☐ Research Administration (RCR)
- ☐ Social, Behavioral, and Education (SBE) Sciences (RCR)
- ☒ Not at this time.

### Question 6

#### Conflict of Interest

Would you like to take the Conflicts of Interest course? **NOTE:** This course is not required for IRB or IACUC submissions.

- ☐ Yes
- ☐ No

## 25 Select No for the Conflicts of Interest course.

- ☐ Biomedical Sciences (RCR)
- ☐ Informatics and Computer Sciences (RCR)
- ☐ Humanities (RCR)
- ☐ Physical Science (RCR)
- ☐ Research Administration (RCR)
- ☐ Social, Behavioral, and Education (SBE) Sciences (RCR)
- ☒ Not at this time.

### Question 6

#### Conflict of Interest

Would you like to take the Conflicts of Interest course? **NOTE:** This course is not required for IRB or IACUC submissions.

- ☐ Yes
- ☒ No

### Question 7

#### Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

## 26 Select Not at this time for the Good Clinical Practice course.

### Question 6

#### Conflict of Interest

Would you like to take the Conflicts of Interest course? **NOTE:** This course is not required for IRB or IACUC submissions.

- ☐ Yes  
☒ No

### Question 7

#### Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

- ☒ GCP – Social and Behavioral Research Best Practices for Clinical Research  
☐ Not at this time.

### Question 8

**COVID-19: Back to Campus (2020-2023), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccine, and Mental**

## 27 Select No to acknowledge the COVID-19 course statement.

Occupational Health and Safety Administration, and the National Institutes of Health. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. The information in these courses must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

**NOTE: Access to this course will terminate on 1 March 2023.**

**COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.**

This question is required. Choose one answer.

- ☒ Yes  
☐ No

Submit

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Click Submit.

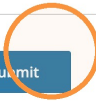
Occupational Health and Safety Administration, and the National Institutes of Health. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. The information in these courses must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

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**COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.**

This question is required. Choose one answer.

- ☐ Yes
- ☒ No

  
Submit