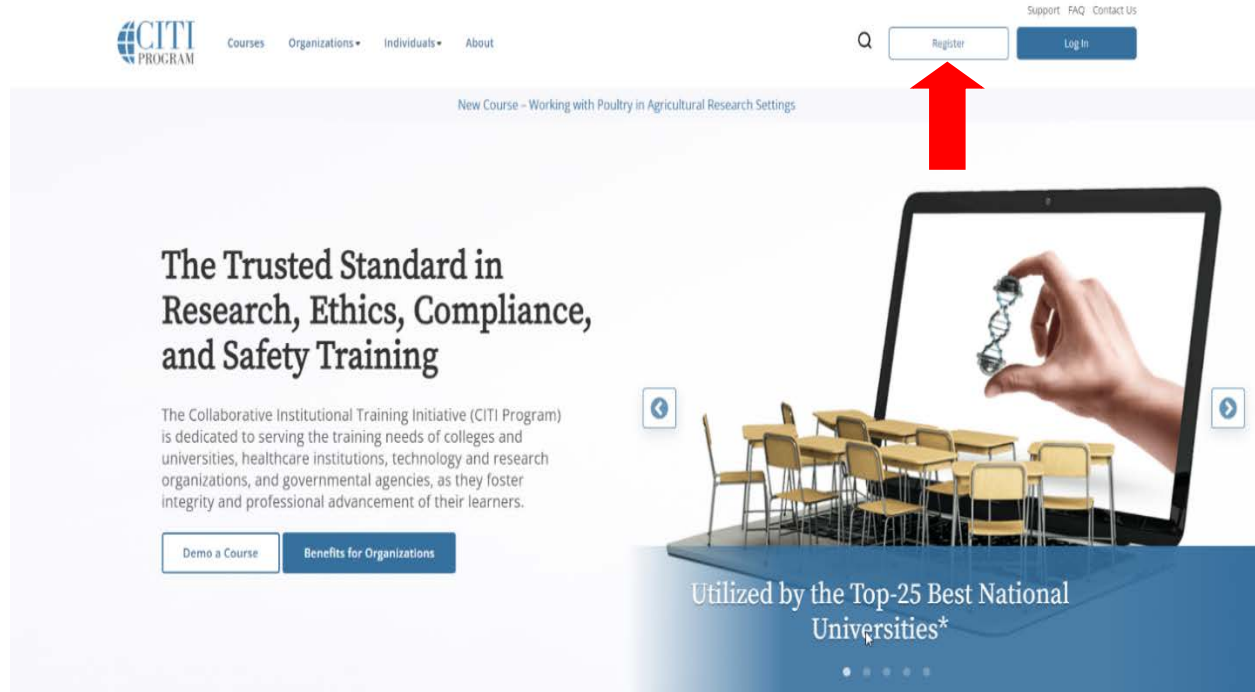


CITI Program Registration Instructions

Go to: <https://about.citiprogram.org/en/homepage/>




1. Click on "Register".
2. Begin typing "*Coastal Carolina University*" in the Organization Affiliation box and then select when it appears.
3. Check the "I AGREE" to Terms of Service and Privacy Policy (please read for details).
4. Check the "I affirm" box.
5. Click "**Create a CITI Program account**".

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. 

Coastal Carolina 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 Coastal Carolina University.

Create a CITI Program account 

[Return to Options](#)

6. Complete required fields.
** For student registrations, use your CCU email address and do not enter a secondary email address.*
7. Click **“Continue to Step 3”**.

Steps : 1 2 3 4

Personal Information

* indicates a required field.

* First Name

Edgar Allan

* Last Name

Poe

* Email Address

eapoe@coastal.edu

* Verify email address

eapoe@coastal.edu

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



8. Complete required fields.
9. Click **“Continue to Step 4”**.

CITI - Learner Registration - Coastal Carolina 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



10. Would you like to connect your ORCID ID to your CITI Program account?
(Accept All Cookies) Optional.
11. Enter your "Country of Residence".
12. Select "No" for future contact if you do not want to receive solicitation emails.
13. Click **Finalize Registration**.


PRIM&R | Public Responsibility in Medicine and Research
<https://www.primr.org/Default.aspx>

CITI - Learner Registration - Coastal Carolina University

Steps: 1 2 3 4

* indicates a required 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

Finalize Registration



14. Select the appropriate buttons.
*For student registrations, choose the "No" buttons, as shown below.
15. Click: "**Submit**".

Your CE Credit Status

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 most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

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.
- 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.

Submit


Purchasing your earned CE/CME credits

Follow steps below to purchase 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 “Apply Now” link posted in your course box(es) at top-right corner next to a “CE” badge.

Your CE certificate(s) will be e-mailed and posted on this page upon payment.


16. Select your language preference.
17. Enter your CCU email address.
18. Select your gender.
19. Select your "Highest Degree".
20. **For student registrations, this is your previous level of completion – undergraduates will be high school and graduate students will be undergraduate.*
21. Leave employee number blank.
22. Enter your major field of study as your "Department".
23. Select a role from the dropdown menu.
24. **For student registrations, select "Student Researcher" – either undergraduate or graduate.*
25. Click "**Next**".

 Please provide the following information requested by Coastal Carolina University.



Fields marked with an asterisk (*) are required.

Language Preference


 

Institutional email address *

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

Verify Institutional email address *

Highest degree

Employee Number

Department *

Role? *

Address Field 1

Address Field 2

Address Field 3

City

State



Zip/Postal Code

Country

Phone



26. Question 1 – select your category of research.
**For student registrations, select one of the following:*
- *Students Conducting Biomedical Research*
 - *Students Conducting Biomedical Data or Specimens only Research*
 - *Students Conducting Social Behavior or Educational Research*
27. Question 2 – *IF* applicable, make selections for your role in laboratory animal research and the species of animal(s) related to your work.
28. Question 3 – if research is funded through a federal grant, select “Financial Conflicts of Interest: Overview, Investigator Responsibilities and COI Rules”.
29. Click “**Submit**”.

Select Curriculum

Coastal Carolina University

Please carefully read and respond to each enrollment question below. Your responses will determine the curriculum for the courses you are going to take.

Human Subjects Research (IRB) *go to question 1*

Institutional Animal Care (IACUC) *go to question 2*

Investigator Financial Conflicts of Interest (FCOI) *go to question 3*

[View instructions page.](#)

Question 1

Human Subjects Research



Which learner group describes the type of research you will be conducting or describes your administrative role requiring Human Subjects Research training?

Once selected, you will be enrolled in the Basic Course for that group, which could include one or more Required Modules. Optional Modules may be selected by you, and may also be required by the CCU IRB, depending on the details of your research project.

This question is required. Choose all that apply.

- N/A
- Biomedical Researchers
- Students Conducting Biomedical Research
- Biomedical Data or Specimens Only Researchers
- Students Conducting Biomedical Data or Specimens Only Research
- External Research Collaborators Conducting Biomedical, Biomedical Data or Specimens Only Research
- Social Behavior or Educational Researchers
- Students Conducting Social Behavior or Educational Research
- External Research Collaborators Conducting Social Behavior or Educational Research
- IRB Members

Question 2

Laboratory Animal Research

Which learner group describes your role requiring Laboratory Animal Research training?

Once selected, you will be enrolled in the Basic Course for that group, which could include one or more Required Modules. Optional Modules may be selected by you, and may also be required by the CCU IACUC, depending on the details of your research project. In addition to the required basic course, choose the appropriate species-specific electives according to your research interests.

This question is required. Choose all that apply.

- N/A
- IACUC Members
- IACUC Community Member
- IACUC Chair
- Institutional Officials
- Working with the IACUC (required to use lab animals in your work)

Choose the appropriate species-specific elective(s) depending on your work or interests.

- I work with Frogs, Toads or other Amphibians
- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- Working With Ferrets in Research Settings
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Dogs
- I work with Swine
- I work with Horses
- I work with Cattle
- I work with Sheep & Goats
- I work with Non-Human Primates (NHP)
- I work with Fish

- I work with Zebrafish
- I work with Reptiles
- I work with Genetically Modified Mice
- I work with Poultry
- Wildlife Research

Question 3

Financial Conflicts of Interest (FCOI)

Are you required to complete the FCOI training as an Investigators on NIH/PHS proposal according to Coastal Carolina University policy [ACAD-132](#)?

This question is required. Choose all that apply.

- N/A
- Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules

Submit 

30. Click on **“View Courses”**.
31. Follow instructions to complete courses ready to begin.
32. Click **“Start Now”**.

The screenshot shows the top navigation bar with the Citi Program logo, menu items for My Courses, My Records, My CE/CMEs, and Support, a search icon, and a user profile dropdown for Edgar Allan Poe (ID 12614706). Below the navigation is a blue banner with a welcome message, links for adding institutional affiliation or registering as an independent learner, and two circular statistics: 0 Courses Completed and 1 Day of Membership.

✔ Your registration has been completed successfully.

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](#).

Coastal Carolina University

[View Courses](#)



Would you like to affiliate with another Institution?

[Add Affiliation](#)

Coastal Carolina University

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

Coastal Carolina University
Students Conducting Social Behavior or Educational Research
Stage 1 - Basic Course

0 / 7 modules completed


[Start Now](#)

Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

33. Once logged-in, click on the "My Records" link to view all courses available or completed.

 [My Courses](#) [My Records](#) [My CE/CMEs](#) [Support](#)

Records
Coastal Carolina University (ID 1511)

Show Records for: [Show All](#)

Coastal Carolina University Records (ID 1511)

Human Subjects Research (HSR) - Students Conducting Social Behavior or Educational Research (ID 287882)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	58337794	-	-	Due Now	-	-	View	-