CITI Program Registration Instructions

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

1. Begin typing “Coastal Carolina University” in the organization box and then select when it appears.
2. Check the “I AGREE” to Terms of Service (read for details).
3. Check the “I affirm” box.
4. Click “Continue To Create Your CITI Program Username/Password”.

Research Ethics and Compliance Training

- GDPR for Research and Higher Ed
- Technology, Ethics, and Regulations
- FDA Inspections: From Site Preparation to Response
- False Claims Act: A Primer and Guide for Research Organizations
5. Complete all required fields.
   *For student registrations, use your CCU email address and do not enter a secondary email address.
6. Click “Continue to Step 3”.

![Image of the registration form with fields filled out: First Name: Jane, Last Name: Doe, Email Address: jane.doe@coastal.edu, Verify email address: jane.doe@coastal.edu, Secondary email address, Verify secondary email address]
7. Complete all required fields.
8. Click “Continue to Step 4”.

9. Enter your “Country of Residence”.
10. Select “No” for future contact if you do not want to receive solicitation emails.
11. Click “Continue to Step 5”.
12. Select the appropriate buttons
   * For student registrations, choose the “No” buttons, as shown below.
13. Click “Continue to Step 6”.
15. Enter your CCU email address.
16. Select your gender.
17. Select your “Highest Degree”
   *For student registrations, this is your previous level of completion - undergraduates will be high school and graduate students will be undergraduate.
18. Leave employee number blank.
19. Enter your major field of study as your “Department”.
20. Select a role from the dropdown menu.
   *For student registrations, select “Student Researcher” - either undergraduate or graduate.
21. Click “Continue to Step 7”.

[Image of a registration form with various fields and options, highlighting the “Continue To Step 7” button.]
22. Question 1 - select your category of research.
   *For student registrations, select “Students Conducting Research” button.
23. Question 2 - IF applicable, make selections for your role in laboratory animal research and the species of animal(s) related to your work.
Question 2

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.

2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
☐ Institutional Officials
☐ IACUC Community Member
☐ IACUC Chair

Choose the appropriate species specific electives 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
☐ Wildlife Research
24. Question 3 - select your response.
   *For student registrations, select “Not at this time”.
25. Question 4 - if interested in additional courses, select your response(s).
26. Click “Complete Registration”.
27. Click “Finalize Registration”.
28. Click on “View Courses”.
29. Follow instructions to complete courses.

Once logged-in, click on the “Records” link to view all courses available or completed.