CITI Program Registration Instructions for Student Researchers

Go to: https://about.citiprogram.org/en/homepage/
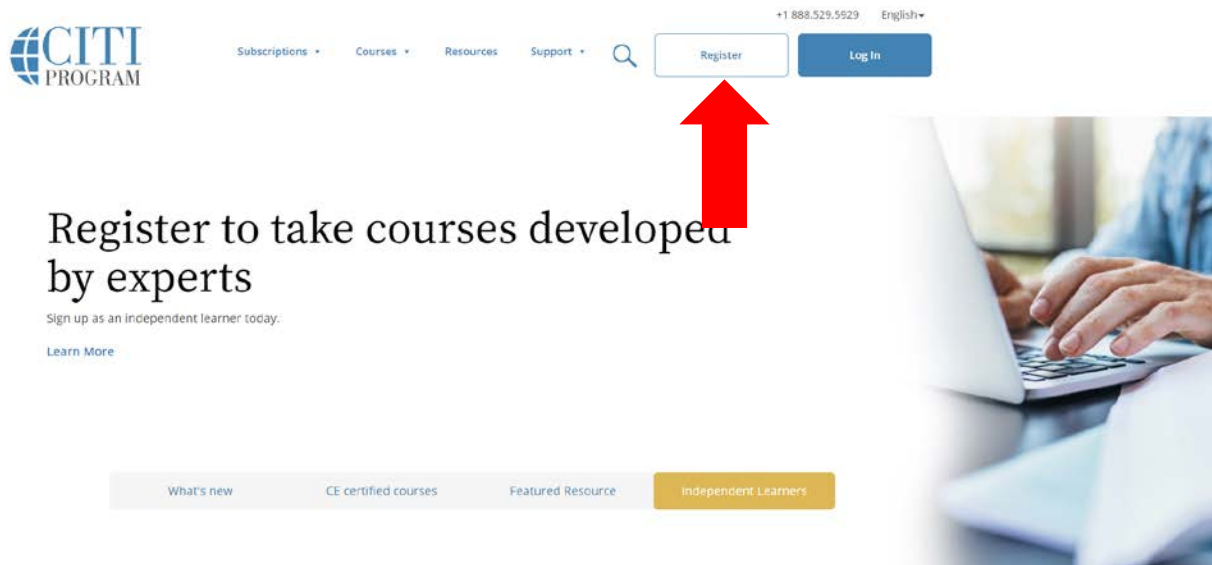
1. Begin typing "*Coastal Carolina University*" in the organization box and then select when it appears.
2. Check the "I AGREE" to Terms of Service (read for details).
3. Check the "I affirm" box.
4. Click "Continue To Create Your CITI Program Username/Password".

5. Complete all required fields.
*Use only your CCU email address and do not enter a secondary email address.
6. Click "Continue to Step 3".

CITI - Learner Registration - Coastal Carolina University

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

Personal Information

* Indicates a required field.

* First Name

Jane

* Last Name

Doe

* Email Address

janedoe@coastal.edu

* Verify email address

janedoe@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

7. Complete all required fields.
8. Click "Continue to Step 4".

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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

Username

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

What's your pet's name? ▾

* Security Answer

Hank

Continue To Step 4

9. Enter your "Country of Residence".
*United States as a student of CCU.
10. Click "Continue to Step 5".

CITI - Learner Registration - Coastal Carolina 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.

United States

Continue To Step 5

11. Select the "No" buttons as shown.
12. Click "Continue to Step 6".

CITI - Learner Registration - Coastal Carolina University

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

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

○ Yes
◉ No
○ Not sure. Ask me later

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

○ Yes
◉ No

Continue To Step 6

13. Select your language preference.
14. Enter your CCU email address.
15. Select your gender.
16. Select your "Highest Degree"
17. This is your previous – 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 "Student Researcher" – either undergraduate or graduate.
21. Click on "Continue to Step 7".

CITI - Learner Registration - Coastal Carolina University

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

Please provide the following information requested by Coastal Carolina University

* indicates a required field.

Language Preference

English ▾

* Institutional Email Address

janedoe@coastal.edu

Gender

Female ▾

Highest Degree

High school ▾

Employee Number

* Department

Marketing

* Role In Research

Student Researcher - Undergraduate ▾

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue To Step 7

22. Question 1 – select the "Students conducting no more than minimal research" button.
23. Question 2 – do not select anything.
24. Question 3 – select the "Not at this time" button.
25. Click "Complete Registration".