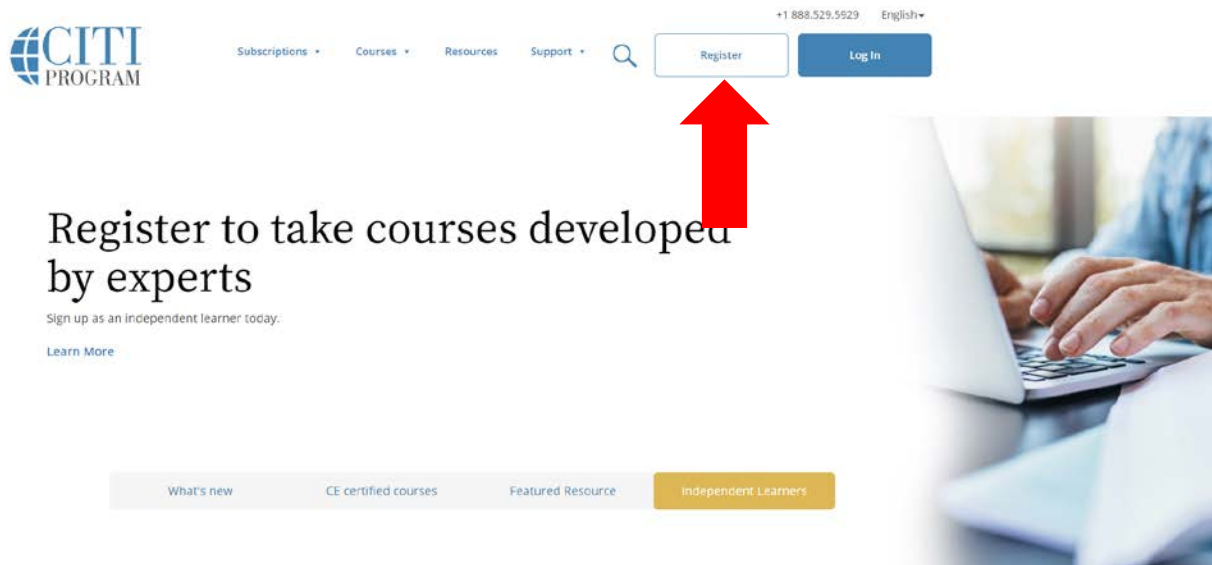


CITI Program Registration Instructions for Student Researchers

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".

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.

Coastal Carolina University

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](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Coastal Carolina University.

Continue To Create Your CITI Program Username/Password

_____ or _____

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

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	* Last Name
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
* Email Address	* Verify email address
<input type="text" value="janedoe@coastal.edu"/>	<input type="text" value="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
<input type="text"/>	<input type="text"/>

[Continue To Step 3](#) 

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

CITI - Learner Registration - Coastal Carolina 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](#) 

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.

[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

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

Yes


No

Not sure. Ask me later

* 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”.

CITI - Learner Registration - Coastal Carolina 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 Coastal Carolina University 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.

Choose one answer

Physical Science/Humanities/Business Researchers

Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

Students conducting no more than minimal risk research

Question 2

If you want to take Responsible Conduct of Research (RCR) please make your selection below. This Course DOES NOT satisfy the Human Subjects Requirement. (see question 1)

Choose all that apply

Responsible Conduct of Research (RCR) - Biomedical Responsible Conduct of Research

Responsible Conduct of Research (RCR) - Social and Behavioral Responsible Conduct

Responsible Conduct of Research (RCR) - Physical Science Responsible Conduct of Research

Responsible Conduct of Research (RCR) - Humanities Responsible Conduct of Research

Question 3

IRB Administration

Please make your selection below if you wish to be enrolled in the IRB Administration course.

Choose one answer

IRB Administration

Not at this time.

Complete Registration 