How to register as a new user with CITI Program
Steps to registering with CITI

- **Step 1:**
  Log on to CITI homepage: www.citiprogram.org and click on the New Users Register Here link
Steps to registering with CITI

Step 2:
From the CITI Course Registration page:
Select your institution or organization—Select the Participation Institutions drop-down field and select your institution.
Steps to registering with CITI

- Step 3:
  Select a Username and Password

2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ",", and "." No spaces or other characters are allowed. Your username is **not case sensitive**. "A12B34CD" is the same as "a12b34cd".

**Username:**

Your password should consist of 8 to 12 characters, and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**. "A12B34CD" is the same as "a12b34cd".

**Password:**

**Verify Password:**
Steps to registering with CITI

- **Step 4:** Enter your name in the First Name and Last Name Fields

3. Enter your name

<table>
<thead>
<tr>
<th>First Name:</th>
<th>(100 characters maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>(100 characters maximum)</td>
</tr>
</tbody>
</table>
Steps to registering with CITI

- Step 5: Enter your email address, secondary email is optional; click the submit button.

4. Enter your email address

Enter your preferred email address.

**Preferred Email:**

(100 characters maximum)

**Verify Preferred Email:**

(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

**Secondary Email:**

(100 characters maximum)

**Verify Secondary Email:**

(100 characters maximum)

Submit  Cancel
Steps to registering with CITI

• Step 6:
  In the CITI Course Registration page, enter your information (mandatory fields will have asterisks (*) and need to be filled-in)

CITI Course Registration

Please provide the following information requested by University of Miami. Required fields are marked with an asterisk (*).

- Gender: [ ]
- C number: (i.e. C123456789) UM Employee/Student ID
- E-Prost User Name: [ ]
- Site:
  - Please indicate your work site
    - University of Miami
    - Jackson Hospital
    - Miami VA Hospital
    - Other
- Highest degree: [ ]
- Department: [ ]
- What is your role in research? [ ]
- Address Field 1: [ ]
- Address Field 2: [ ]
- Address Field 3: [ ]
Steps to registering with CITI

• Step 6 cont’d:
CITI Registration Course cont’d. When completed, click on the Submit button which will lead you to the Select Curriculum page.

* May we re-contact you to complete a course survey?:
CITI conducts new research surveys every 6-8 months to determine how learners use the course site and whether the Federal educational mandate is producing the intended result. We would like you to help us in the program evaluation.

Enter YES if we may contact you sometime in the future to request your participation in a survey study. Enter NO if you do not want to participate in a future study.
Steps to registering with CITI

• Step 7:  
At the Select Curriculum page, read over all information and scroll down the page and select your answer(s) to the enrollment questions

CITI Collaborative Institutional Training Initiative

Select Curriculum - University of Miami

CITI Course Enrollment Procedure

CITI provides courses in Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research. The University of Miami has established several requirements and instructional obligations:

- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

Human Subjects Protection Course:

- If you have NOT completed a CITI course at this institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-fresher course now.
- You may be able to fulfill your Refresher Course obligation with the CITI Good Clinical Practice Course. Please consult your Command office.

For more detailed information review the instruction’s page of your institution. This page is available as a link at the top of this page.

Laboratory Animal Welfare Course

- The CITI Basic Course in Laboratory Animal Welfare ("Working With The IACUC") is required for all NEW investigators and staff having contact with laboratory animals at the University of Miami before they begin their research.
- In addition to the basic course working with the IACUC, you are required to complete the species specific modules that are consistent with the species you use in your research.
- A refresher course is required every four (4) years for all investigators and staff having contact with laboratory animals at
Steps to registering with CITI

- **Step 8:**
  Answer the questions for your institution and click the Next Question button until you see the Submit button.
Steps to access your CITI course

Step 1: In the Groups page, click on the Go Back to Learner’s Main Menu link.
Steps to access your CITI course

• Step 2:
At your Learner’s Menu page, under Status, click on the “Not Started-Enter” link
Steps to access your CITI course

- Step 3: Click on the module selected and begin taking your CITI course.