

Creighton University Institutional Review Board

How to: Sign Up for CITI

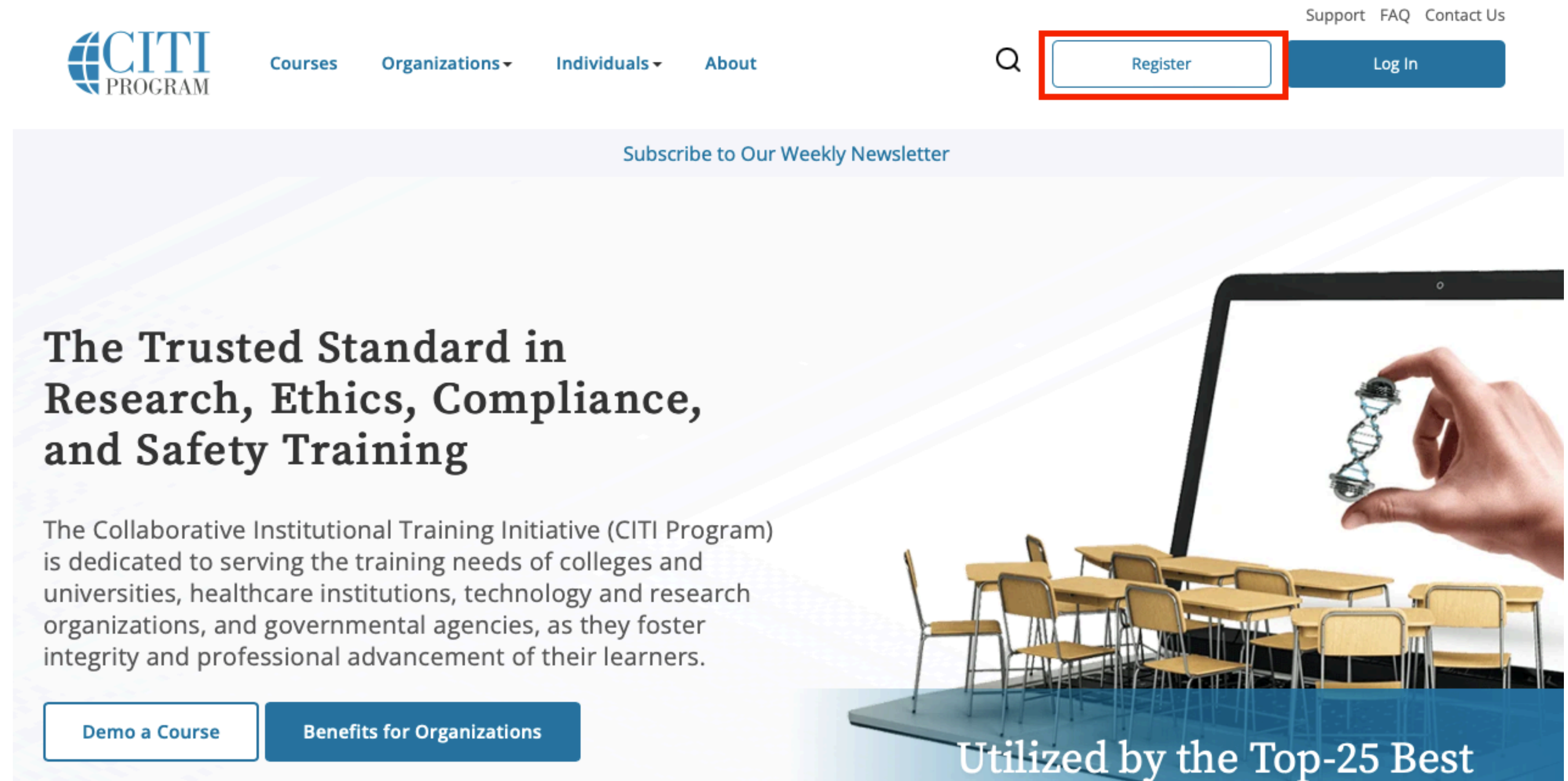
Effective 2022 11.08

Registering Your Account

[HTTPS://CITIPROGRAM.ORG](https://citiprogram.org)

1. Visit <https://citiprogram.org>
2. Click the 'Register' button

Note: Have an account and forgot login information? Email ResearchCompEd@creighton.edu



The screenshot shows the CITI Program website. At the top left is the CITI PROGRAM logo. To its right are navigation links: Courses, Organizations (with a dropdown arrow), Individuals (with a dropdown arrow), and About. On the far right of the top navigation bar are links for Support, FAQ, and Contact Us. Below the navigation bar is a search icon (magnifying glass) and a search input field containing the text 'Register', which is highlighted with a red rectangular box. To the right of the search field is a blue button labeled 'Log In'. Below the navigation bar is a light blue banner with the text 'Subscribe to Our Weekly Newsletter'. The main content area features a large heading: 'The Trusted Standard in Research, Ethics, Compliance, and Safety Training'. Below this heading is a paragraph: 'The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.' At the bottom of this section are two buttons: 'Demo a Course' and 'Benefits for Organizations'. On the right side of the page, there is a large image of a hand holding a DNA double helix structure in front of a laptop screen. Below the laptop screen, there is a classroom setting with several yellow chairs and desks. At the bottom right of the page, there is a blue banner with the text 'Utilized by the Top-25 Best'.

Organization Affiliation

'Creighton University'

1. Type in 'Creighton University' as your Organization Affiliation
2. Agree to Terms and Privacy Statements
3. Affirm Affiliation
4. Click the 'Create a CITI Program account' button

The screenshot shows the 'CITI - Learner Registration' page. At the top right, there is a language dropdown menu set to 'English'. Below the CITI PROGRAM logo, there are three navigation links: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. A progress bar indicates the current step is 1 out of 7. The main content area is titled 'Select Your Organization Affiliation'. It includes a red note: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this, a text box contains 'Creighton University' and is highlighted with a red border. A note below the text box states: 'Creighton University only allows the use of a CITI Program username/password for access. You will create this name and password in step 2 of registration.' There are two checked checkboxes: 'I agree to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Creighton University.' A blue button at the bottom says 'Create a CITI Program account'.

Personal Information

First and Last Name, Email Address

1. Fill in the First and Last Name
2. Provide your Email Address (If you use a Creighton email, this is preferred)

Note: Though not required, a secondary email is great if moving from institutions.

CITI - Learner Registration - Creighton University

Steps: [1](#) **[2](#)** [3](#) [4](#) [5](#) [6](#) [7](#)

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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](#)

User Information

Username, Password, Security

1. Fill in the User Name (the easiest is your Creighton netID)
2. Provide a Password
3. Provide a Security Question and Answer

CITI - Learner Registration - Creighton 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](#)

Residence and Subscription

Country of Residence and CITI Information

1. Provide your current Country of Residence
2. Decide whether or not to receive information from CITI

CITI - Learner Registration - Creighton 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.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 🗣️

- Yes
 No

Continue To Step 5

Continuing Education

Continuing Education Credits

1. If interested, enroll to receive CE credits/units
2. If 'YES' respond to additional questions about types of credit CITI offers

* 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

- Athletic Trainers - BOC Category A Hours
- Dentists - ADA CERP Credits
- Dietitians - CDR Continuing Professional Education Units
- MDs, DOs, PAs - AMA PRA Category 1 Credits™
- Nurses - ANCC CNE
- Optometrists - COPE CE Credits
- Other Participants - Certificates of Participation
- Pharmacists - CPE Credits
- Psychologists - APA Credits
- Social Workers - CE Credits

Continue To Step 6

Creighton University Specific Email, Demographic, Employment, etc.

1. Fill in all required fields

Note:

Not a CU Affiliate?

Please provide your own institutional email address or organization address.

Don't have a Creighton NetID?

Please provide your Creighton Net ID if you are a CU affiliate. If you do not have a Creighton Net ID please provide your InfoEd username.

CITI - Learner Registration - Creighton University

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) **6** [7](#)

Please provide the following information requested by Creighton University

* indicates a required field.

Language Preference

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

* Verify Institutional Email Address

* Confirm Institutional Email Address

* Highest Degree

Employee Number

* Role?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

* NetID

Continue To Step 7

Selecting CITI Training For Human Subjects Research

1. Check the last statement to select courses

CITI - Learner Registration

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **7**

* indicates a required field.

****PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.**

Choose all that apply

- I will be involved in research with human subjects (IRB).
- I will be involved in research or teaching activities that utilize live animal subjects (IACUC).
- I am listed on an IBC project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more Biosafety Courses.
- I am one or more of the following and required to complete (RCR) CITI Responsible Conduct of Research Course; I have a class assignment to complete training and/ or I am involved in a research project.
- I am one or more of the following and required to complete CITI (COI) Conflict of Interest. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.
- COI Institutional Conflicts of Interest (COI-Basic)
- I am working in a Creighton University Laboratory and I need to take **Hazard Communication (GHS)**.
- I have previously completed CITI Training and need to select individual courses .

Next

Selecting CITI Training

Consult 'HSR Requirements'

1. Check every applicable course based on the 'HSR Requirements' document for either **Biomedical** or **Social Behavioral** or **NHSR/QI** projects

Individual Course Selection

Choose all that apply

- GROUP 1 BIOMEDICAL RESEARCH
- GROUP 1 BIOMEDICAL RESEARCH Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED GROUP 1 BIOMEDICAL RESEARCH COURSE
- GROUP 2 SOCIAL & BEHAVIORAL RESEARCH
- GROUP 2 SOCIAL & BEHAVIORAL RESEARCH Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED GROUP 1 BIOMEDICAL RESEARCH COURSE
- CITI Responsible Conduct of Research Course
- CITI Responsible Conduct of Research Course Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED CITI Responsible Conduct of Research Course
- CITI Health Information Privacy and Security (HIPS) for clinical investigators
- Good Clinical Practice and ICH (GCP)
- Good Clinical Practice and ICH (GCP) Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED CITI Good Clinical Practice and ICH (GCP) Course
- Conflict of Interest
- Conflict of Interest Refresher Course: ONLY FOR THOSE WHO HAVE COMPLETED CITI Conflict of Interest Basic Course
- Wildlife Research
- Hazard Communication
- Revised Common Rule
- Institutional/Signatory Official: Human Subjects Research
- Institutional Official: Animal Care and Use
- Working with the IACUC (Refresher)

Next

Access Your Courses

Select Institution, Select Course, BEGIN

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](#).

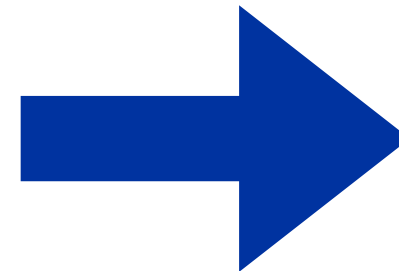
Creighton University [View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)



Courses Ready to Begin

[Learner Tools](#)

Creighton University
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators
Stage 1 - Basic Course

0 / 5 modules completed

[Start Now](#)

Questions?

CITI and the IRB

CITI Questions

- Compliance Office
- 402-280-3074
- ResearchCompEd@creighton.edu

IRB Questions

- IRB Office
- 402-280-2126
- IRB@creighton.edu

