


New Learner Account Registration

Go to www.citiprogram.org and click on the **Register** button located on the right-hand side of the page.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us



Over 7.0 million CITI Program courses have been completed since 2000

Username

Password
 Log In

Forgot Username or Password?

Log in through my institution
Log in via SSO

Create an account
Register

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

CITI Program Announcements

- Visit CITI Program's Online Bookstore
- New Modules and Courses Released in 2014
- New External IRB Review Module
- Human Subjects Research - SBE Guide
- New CE Credits: RCR Refresher Course
- More...

? Help & Support

- How do I register?
- Merge duplicate accounts
- I forgot my Username or Password
- More...

Complete registration steps 1-7. These steps will collect information to register your account and place you in the correct course based on your institutional settings.

Step 1 Search for Birmingham-Southern College by typing in the search box. Select Birmingham-Southern College.

USA - English Text Size: A A Log In | Register | Help

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CITI - Learner Registration

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

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

Birmingham-Southern College Can't find your institution? It may use Single Sign On. Check here.

Birmingham-Southern College

Programs have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

Continue to Step 2 Search Again

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.

Continue as Independent Learner (Fees Apply)

After selecting Birmingham-Southern College, click the **Continue to Step 2** button.

Step 2 requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

Please use your BSC email address as the primary email that you will access in order to complete the registration process by verifying the email. The HSRB and CITI can send you reminders and notices at your College email.

While not required, it is best to enter a secondary email address. It will assist in the recovery of your account if you forget your username or password and do not have access to your primary email address.

The screenshot shows the CITI Learner Registration interface for Birmingham-Southern College. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the navigation bar are links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The main heading is "CITI - Learner Registration - Birmingham-Southern College". Below the heading is a progress indicator showing steps 1 through 7, with step 2 highlighted. The "Personal Information" section contains the following fields and instructions:

- * indicates a required field.
- * First Name (text input)
- * Last Name (text input)
- * Email Address (text input)
- * Verify email address (text input)

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 (text input)
- Verify secondary email address (text input)

At the bottom of the form is a blue button labeled "Continue to Step 3".

After entering your information, click the **Continue to Step 3** button.

Step 3 Choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

CITI - Learner Registration - Birmingham-Southern College

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](#)

Step 3, Continued During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.

CITI - Learner Registration - Birmingham-Southern College

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

- What's your pet's name?
- What's your mother's maiden name?
- What was your high school mascot?
- What color was your first car?
- In what city were you born?
- What was the name of the street you grew up on?
- Who was your first employer?
- In what city did your mother and father meet?
- What was the last name of your third grade teacher?

 Select one of the security questions.

After entering this information, click the **Continue to Step 4** button.

Step 4 CITI collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

CITI - Learner Registration - Birmingham-Southern College

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ

* indicates a required field.

*** I identify my Gender as:**

- Female
- Male
- Transgender or Other
- Prefer not to answer

*** I identify my Ethnicity as:**

- Hispanic or Latino ⓘ
- Not Hispanic or Latino
- Prefer not to answer

*** I identify my Race as: (you may select more than one)**

- American Indian or Alaska Native ⓘ
- Black or African American ⓘ
- Asian ⓘ
- Native Hawaiian or Other Pacific Islander ⓘ
- White ⓘ
- Prefer not to answer

[Continue to Step 5](#)

After entering this information, click the **Continue to Step 5** button.

Step 5 CITI offers Continuing Education (CE) course for certain professions. None of these courses are required by the BSC HSRB and these courses require separate fees. BSC CITI users needing to complete a course for the BSC HSRB should check no to the CE courses.

If professionals employed by BSC wish to obtain CE credit through CITI Program courses make the appropriate selection for Continuing Education credits during **Step 5**. CITI users can decide if they wish to be contacted for research surveys in the last item in **Step 5**.

CITI - Learner Registration - Birmingham-Southern College

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 grad 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

[Continue to Step 6](#)

After answering these questions, click the **Continue to Step 6** button.

Step 6 This section requests data for Birmingham-Southern College. See the next page of this handout to select the correct "Role in Research."



Please provide the following information requested by Birmingham-Southern College

* indicates a required field.

Language Preference

* Institutional email address

Gender

Are you faculty, staff or student?

* What is your discipline or program


* Role in research

What is your BSC Box Number

Best Contact Phone Number

Next

Step 6, Continued



Collaborative Institutional Training Initiative
at the University of Miami

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[Main Menu](#) > [My Profile](#) > [Affiliate with New Institution](#)

Please provide the following information requested by Birmingham-Southern College

- Clinical Researcher
- Co-Investigator
- Compliance Officer
- Data manager
- IACUC Administrator
- IACUC Chair
- IACUC Member
- Institutional Official
- Interviewer
- IRB administrator
- IRB Chair
- IRB Member
- Lab. Research Staff
- Pharmacist
- Principal Investigator
- Recruiter
- Research Administrator
- Research Assistant
- Research Fellow - Post Graduate

Choose this role if you are a faculty member who will serve as a co-investigator or if you are a student conducting collaborative research with a faculty member.

Choose this role if you are a faculty member conducting research as either principal or co-principal investigators.

Choose this role if you are a student assisting a faculty member with research or if you are conducting research as a class project or as a faculty-sponsored independent project.


What is your BSC Box Number

Best Contact Phone Number

[Next](#)

After filling in this data, click the **Next** button.

Step 7 These questions will enroll you in CITI Program courses. These questions are set up based on the institutional specific courses. Please read each question carefully to ensure you are enrolled in the correct course.

at the University of Miami

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Add Course/Update Learner Groups](#)

Select Curriculum - Birmingham-Southern College

* indicates a required field.

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

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- 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.
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

Step 7, Continued

Question 2

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.

Question 3

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

- IPS for Clinicians
- IPS for Researchers
- IPS for Students and Instructors
- IPS for Fundraisers
- IPS for Marketers
- I am not required to complete the IPS course at this time.

Step 7, Continued

Question 4

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

Question 5

Good Clinical Practice

Please select the Good Clinical Practice course that you will like to review.

Choose all that apply

- Good Clinical Practice Course, US FDA Focus
- Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).
- Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)

Step 7, Continued

Question 6

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.
- IACUC Community Member
- Institutional Officials
- Post-Approval Monitoring (PAM)
- Antibody Production
- If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

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 Non-Human Primates (NHP)
- I work with Fish
- I work with Zebrafish
- Wildlife Research

[Complete Registration](#)

After selecting your courses you are given, click the **Complete Registration** button.

Finalize Registration You will be asked to finalize your registration.




The screenshot shows the top navigation bar of the CITI Program website. On the left, there is a language selector set to "USA - English" and a text size selector set to "A A". On the right, there are links for "Log In", "Register", and "Help". Below this is a blue header banner with the "CITI PROGRAM" logo on the left and the text "Collaborative Institutional Training Initiative at the University of Miami" on the right. A search bar labeled "Search Knowledge Base" is located on the right side of the banner. Below the banner is a horizontal menu with links for "Home", "About Us", "Courses", "Become a Subscriber", "CE Credits", "News and Events", and "Contact Us". The main content area has a dark blue header that reads "CITI - Learner Registration". Below this, a light gray box contains the text "Your registration with Birmingham-Southern College is complete." and a blue button labeled "Finalize registration".

Click the **Finalize Registration** button.

Your learner account registration is complete.

You will now be able to access the Main Menu of your account.


Click on the course name to begin the course. If you need to change your course registration, click on **Add a Course or Update Learner Group**. If you need to enroll with another institution, select **Click here to affiliate with another Institution**.







Collaborative Institutional Training Initiative
at the University of Miami





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Main Menu

 **Your registration has been completed successfully.**

▼ Birmingham-Southern College Courses			
 Course	 Status	 Completion Report	 Survey
Social & Behavioral Research - Basic/Refresher	Not Started	Not Earned	
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	

My Learner Tools for Birmingham-Southern College

-  Add a Course or Update Learner Groups
-  View Previously Completed Coursework
-  Update Institution Profile
-  Remove Affiliation

▶ [Click here to affiliate with another institution](#)

▶ [Affiliate as an Independent Learner](#)