New Learner Account Registration

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

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.

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.

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.
**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.

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.

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**.

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.”
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.

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.
### 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

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

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**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
Finalize Registration You will be asked to finalize your 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**.