

EMPORIA STATE UNIVERSITY™

Research and Grants Center

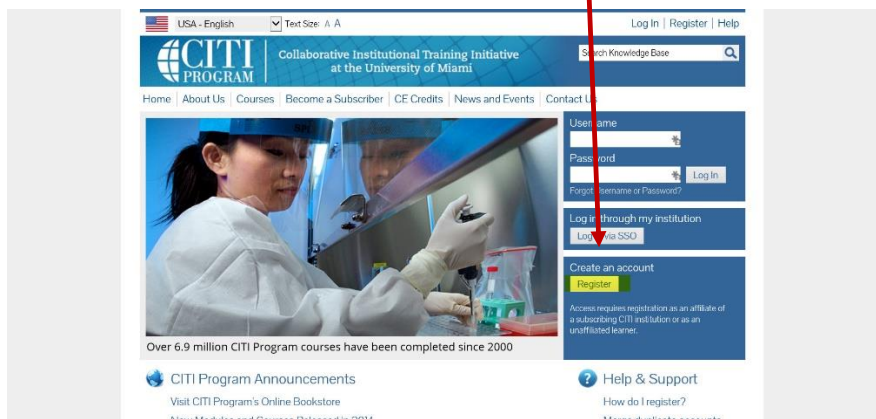
www.emporia.edu/research

Instructions for accessing Collaborative Institutional Training Initiative (CITI) Program

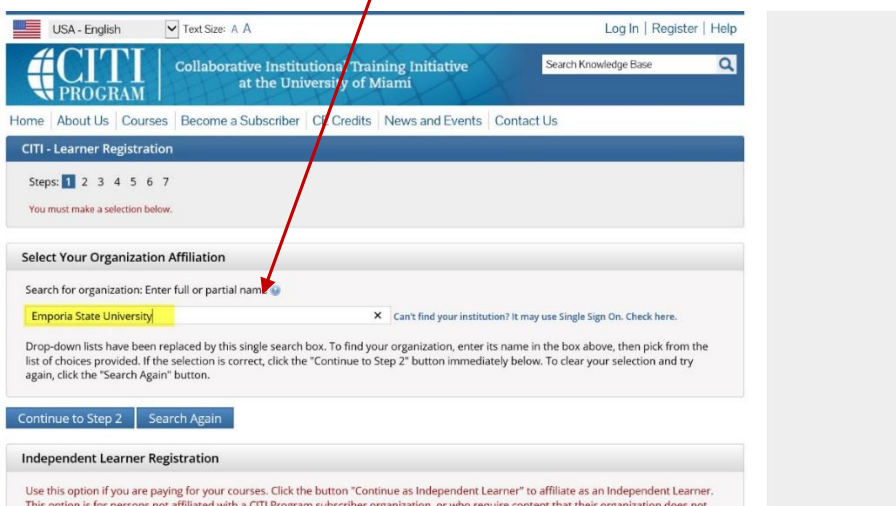
Human Subjects Research (HSR) Training

Go to: <https://www.citiprogram.org/>

Step 1: Create an account – click on the “Register” button located in the blue log-in box on the right.



Step 2: Type Emporia State University in the Organization field.



EMPORIA STATE UNIVERSITY™

Step 3: Enter your name and email address as prompted.

The screenshot shows the registration process at Emporia State University. The page title is "CITI - Learn - Registration - Emporia State University". The progress bar indicates "Steps: 1 2 3 4 5 6 7", with step 3 highlighted. The "Personal Information" section includes the following fields:

- * First Name (highlighted in yellow)
- * Last Name (highlighted in yellow)
- * Email Address (highlighted in yellow)
- * Verify email address (highlighted in yellow)
- Secondary email address (empty)
- Verify secondary email address (empty)

A green button labeled "Continue to Step 3" is visible at the bottom of the form. A red arrow points to the "First Name" field, and a purple arrow points to the "Email Address" field. The footer contains links for Accessibility, Copyright, Privacy Notice, Terms of Service, Site Index, and Contact Us.

Step 4: Choose a username and password, following the instructions and expected parameters. You will also select a security question, which will be used to assist you if you forget your username or password. The Research and Grants Center will NOT be able to help you recover your account.

The screenshot shows the registration process at Emporia State University, Step 4. The page title is "CITI - Learn - Registration - Emporia State University". The progress bar indicates "Steps: 1 2 3 4 5 6 7", with step 4 highlighted. The "Username and Password" section includes the following fields and instructions:

- 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 (containing "kermler", highlighted in yellow)
- Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".
- * Password (containing "*****", highlighted in yellow)
- * Verify Password (empty)
- 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 (dropdown menu, highlighted in yellow)
- * Security Answer (empty)

A blue button labeled "Continue to Step 4" is visible at the bottom of the form. Three red arrows point to the "User Name", "Password", and "Security Question" fields. The footer contains links for Accessibility, Copyright, Privacy Notice, Terms of Service, Site Index, and Contact Us.

EMPORIA STATE UNIVERSITY™

Step 5: Provide demographic information – If you prefer not to answer, select that option.

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

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

CITI - Learner Registration - Emporia State University

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](#)

Step 6: Respond NO to Continuing Education (CEU) credits and decide if you want to participate in research surveys.

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 designations 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 PRN 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](#)

Accessibility | Copyright | Privacy Notice | Terms of Service | Site Index | Contact Us

EMPORIA STATE UNIVERSITY™

Step 7: Institution specific. Requests information about your role at ESU. Students should either select “**Student researcher Graduate Level**” or “**Student researcher Undergraduate.**” Faculty members may select whatever option is most appropriate.

There are two “learner” groups for ESU researchers: Biological/Biomedical Researchers and Social/Behavioral/Educational Researchers. Most students and faculty at ESU will choose Social/Behavioral/Educational Researchers – if you have a question, contact Pam Fillmore.

Answer questions to determine which courses you will be enrolled in. Right now, you only need to be concerned with the Human Subjects Research (HSR) courses.

Question 1

Human Subjects Research

Please choose one or more 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 or more:

- 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.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

Question 2

Animal Care and Use

If you conduct research that use animals, please select below according to your role and type of research you are conducting. Choose all that apply.

- Researcher / Research Administrators and Staff
- IACUC Chairperson
- IACUC Member
- IACUC Observer/Institution Care Officer
- IACUC Observer/Institution Care Officer
- 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 "Behavioral Procedures and Distress"

Choose the appropriate species specific directed depending on your work or interests.

- I work with Mice, Rats or other mammals
- I work with Mice, Rats, Family Member, Chimpanzee
- I work with Non-Sentient Animals
- I work with Non-Sentient Animals
- I work with Non-Sentient Animals
- I work with Guinea Pigs
- I work with Rabbits, Family, Equine, Lagomorphs
- I work with Fish
- I work with Invertebrates
- I work with Invertebrates

Question 3

Institutional/Signatory Official

Select the group appropriate to your research activities.

Choose all that apply.

- Institutional/Signatory Official - Human Subject Research
- Institutional/Signatory Official - Animal Care and Use
- Not at this time.

Question 4

Responsible Conduct of Research

Please make your selection below to consider the course in the Responsible Conduct of Research.

Choose one answer:

- Biological/Biomedical Sciences
- Humanities
- Physical Sciences
- Social, Behavioral, and Education (SBE) Sciences
- Biological/Biomedical Sciences
- Not at this time.

*** Question 5**

Would you like to take the Conflicts of Interest course?

Choose one answer:

- Yes
- No

Select

*Unless you have an interest in the Responsible Conduct of Research course, you do NOT need to enroll in the RCR course. You only need to enroll in the **HSR** course.*

Likewise, unless specifically instructed to do so, you do NOT need to enroll in the “Institutional/Signatory Official” course or the “IRB Member” course.

Enrolling in only the RCR or Institutional/Signatory Official course will NOT satisfy the requirements necessary to obtain approval to use human subjects.

“No” for Question 5.

EMPORIA STATE UNIVERSITY™

Once your registration is complete, click on “Finalize Registration”.

You will then be able to access the Main Menu of your account. The courses based on the learner group you belong to will be listed and you can then begin the modules. You must receive at least 80% to receive a completion certificate. The completion certificate will not be available until all modules have been successfully completed.

The “Support” link at the top of the page is very helpful and contains information on contacting their help desk. ESU’s IT department will NOT be able to provide assistance in using the CITI program. If you experience problems you will need to contact the CITI help desk.

Once you have completed the course, you should print out the certificate for your records. Certificates are good for three years. You will be automatically notified by CITI when your certificate has expired and you will be instructed to take the refresher course at that time.

Researchers requesting approval to use human subjects will not receive approval until the appropriate modules have been successfully completed.

Questions? Contact: Pam Fillmore, 620-341-5351, email pfillmor@emporia.edu.