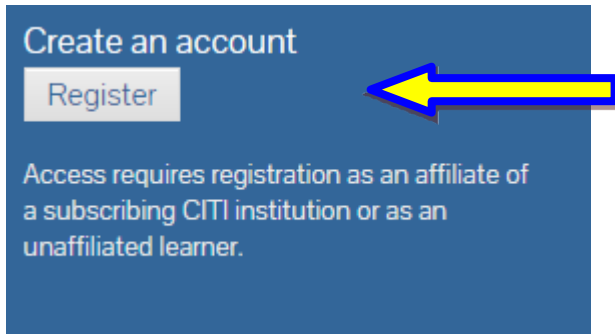
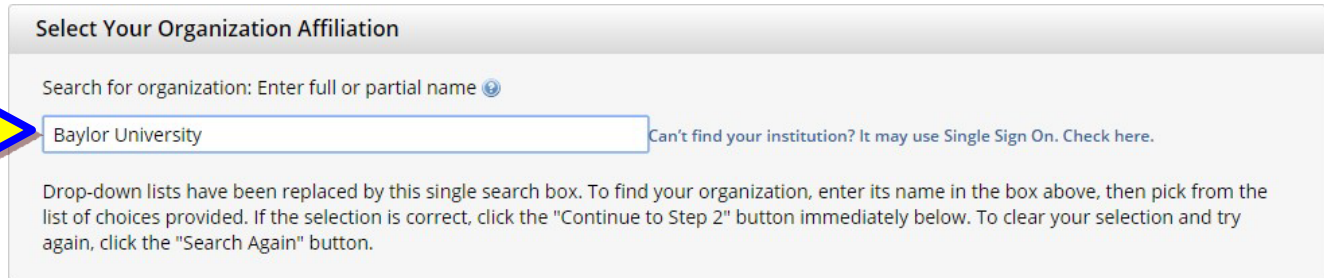


CITI Training Registration Instructions

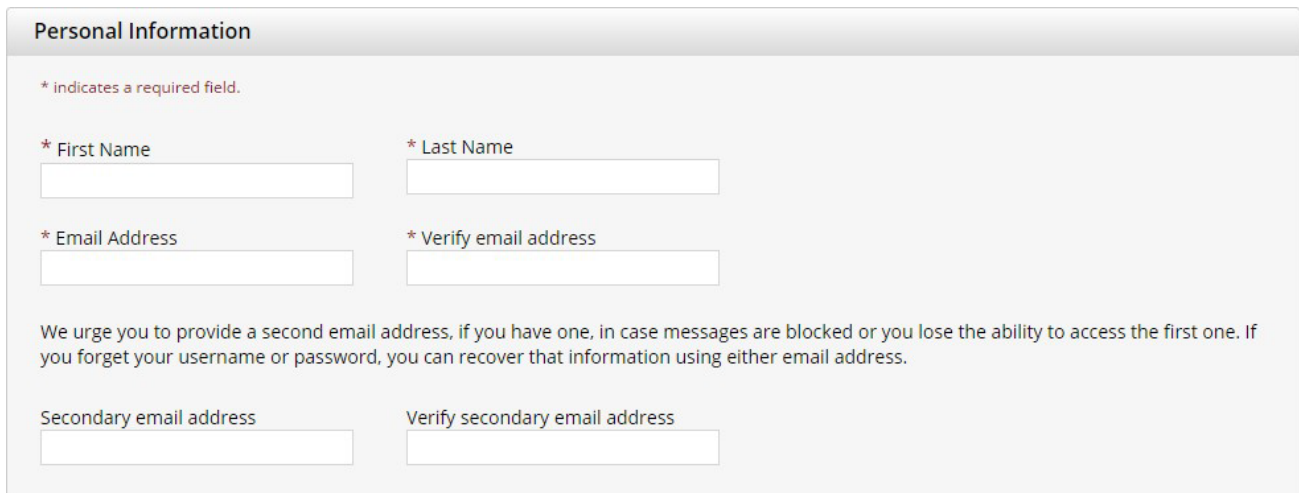
Registration: Go to www.citiprogram.org and select the “Register” Link in the “Create an Account” box. Baylor does not use the Single Sign On function with CITI.



1. Choose Baylor University as your Organization Affiliation. Click the “I agree to Terms of Service and Privacy Policy” and “I affirm that I am an affiliate of Baylor University” boxes. Then click on “Create a CITI Program Account”.

A screenshot of a form titled "Select Your Organization Affiliation". At the top, it says "Search for organization: Enter full or partial name". Below this is a search input field containing "Baylor University". To the right of the input field is a link: "Can't find your institution? It may use Single Sign On. Check here." Below the input field is a paragraph of text: "Drop-down lists have been replaced by this single search box.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." A yellow arrow with a blue outline points to the search input field.

2. Enter your first name, last name, and Baylor email address. You may enter a secondary email address as a backup, but it is not necessary.

A screenshot of a form titled "Personal Information". At the top, it says "* indicates a required field." Below this are four input fields arranged in two columns. The first column has "First Name" and "Email Address". The second column has "Last Name" and "Verify email address". Below these fields is a paragraph of 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." Below this text are two more input fields: "Secondary email address" and "Verify secondary email address".

Continue to Step 3

3. Create a personal username and password. These should both be items that will be easily remembered. Select a security question for recovery of login information.

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

-
4. Fill out your corresponding Country of Residence, if CITI can contact you, and select "Finalize Registration".

* 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

Finalize Registration

5. The answer to Section 5 will generally be "No". Baylor does not offer CEU's for CITI Training Modules. The surveys referred to in the following question are associated with the CITI program, not Baylor University. Whether you participate or not is at your discretion.

*** 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

6. After clicking the Submit Button, you will be asked for additional information. Only the fields marked with an asterisk are required. Use your Baylor email address as your institutional email address

Please provide the following information requested by Baylor University

** indicates a required field.*

Language Preference

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

Enter a valid Institutional Email Address.

*** Verify Institutional Email Address**
Re-enter Institutional Email Address.

*** Highest Degree**

Employee Number

Department

Role In Human Subjects Research

*** Office Phone**

Which Course Do You Plan To Take?

7. Scroll to Question 2 and select the Responsible Conduct of Research Course that most closely aligns with your field of study. **Only one of the course options needs to be completed to meet Baylor’s RCR training requirement.** However, the RCR Supplement course does not satisfy Baylor’s training requirement and should only be taken for the purposes of additional learning.

The RCR for Research Administration course is recommended for non-faculty research administrator positions.

Question 2

Responsible Conduct of Research

Please make your selection below to take one of the courses in the Responsible Conduct of Research based on your area of research. You can choose more than one.

- RCR for Biomedical Sciences
- RCR for Social, Behavioral, and Education (SBE) Sciences
- RCR for Engineering and Computing
- RCR for Humanities
- RCR for Research Administration
- RCR Supplement - Safe Research Environments

8. Select the appropriate Conflict of Interest course. Faculty investigators, research staff, and student members of research groups should select “COI for Researchers”. Non-faculty research administrator positions should select “COI for Research Administrators”. **Only one of the two course options needs to be completed to meet Baylor’s COI training requirement.**

Question 3

Conflict of Interest and Commitment

Please choose one learner group below based on your role.

- COI for Researchers
- COI for Research Administrators

9. Once you have made your selections click the “Submit” button located at the bottom of the screen. Registration is now complete.