Other Researcher Registration Instructions

Click on the "register" button in the upper right corner high of the CITI Program website (https://about.citiprogram.org/en/homepage/)

At step 1, enter "University of Wisconsin – Green Bay"
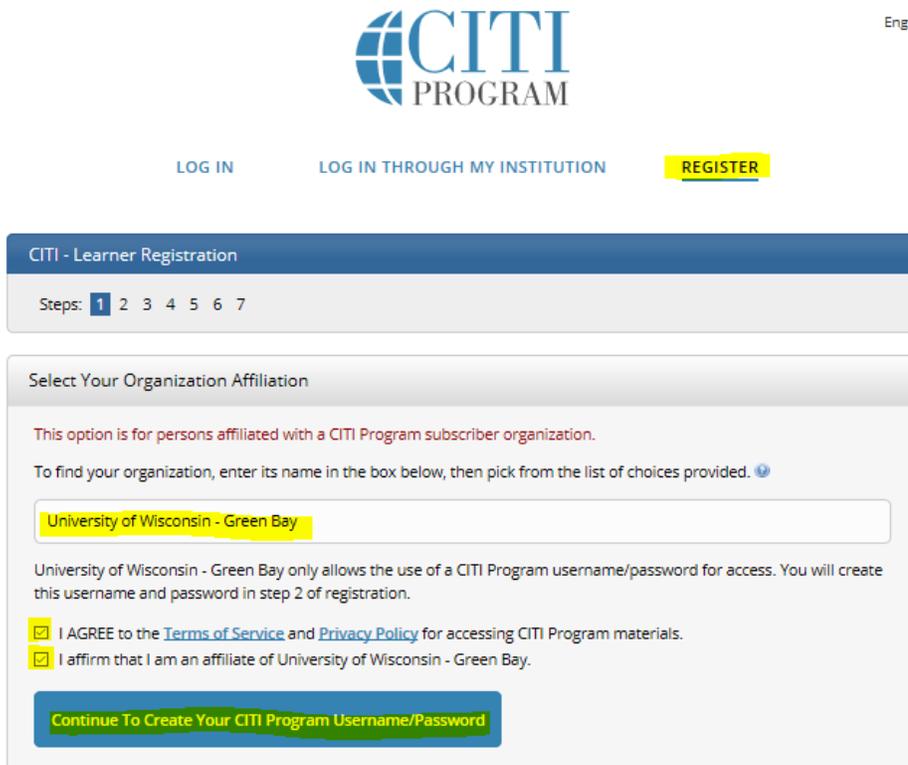
Click on both boxes and continue to create your CITI Program Username/Password

At Step 2, enter your name and enter your **preferred email address.** Click "Continue To Step 3"

English ▾

CITI PROGRAM

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration - University of Wisconsin - Green Bay

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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

Continue To Step 3

At Step 3, create username, password, and security answer. Click "Continue to Step 4."

CITI PROGRAM

English ▾

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration - University of Wisconsin - Green Bay

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

At Step 4, type in your country or residence. Click "Continue to Step 5."

English ▾

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration - University of Wisconsin - Green Bay

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.

Continue To Step 5

At Step 5, most individuals will select "no" for all questions. Click "Continue To Step 6."

CITI - Learner Registration - University of Wisconsin - Green Bay

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 grade book page.

◉ No

Step 5 continued below:

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

* Can CITI Program contact you at a later date with marketing information? ⊚

- ○ Yes
- ◉ No

Continue To Step 6

At Step 6, you only need to fill in the required fields: Institutional email address (this is your preferred email address), department can be either IRB or the department your research is in, role in research is the most appropriate title for yourself. Click "Continue To Step 7."

CITI - Learner Registration - University of Wisconsin - Green Bay

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

Please provide the following information requested by University of Wisconsin - Green Bay

* indicates a required field.

Language Preference

[▼]

* Institutional Email Address

[   ]

Gender

[▼]

Highest Degree

[▼]

Employee Number

[   ]

* Department

[   ]

Step 6 continued below:

* Role In Research

[▾]

Address Field 1

[   ]

Address Field 2

[   ]

Address Field 3

[   ]

City

[   ]

State

[   ]

Zip/Postal Code

[   ]

Country

[   ]

Phone

[   ]

Continue To Step 7

At Step 7, select the appropriate learner group in Question 1: Human Subjects Research.

CITI - Learner Registration - University of Wisconsin - Green Bay

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

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

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

○ Social, Behavioral or Educational Research Investigators: For investigators primarily involved in social, behavioral or educational research with human subjects.

○ Biomedical Research Investigators: For investigators primarily involved in biomedical research with human subjects.

○ Research with data or laboratory specimens: For investigators primarily involved with research that does NOT involve direct contact with human subjects.

○ IRB Committee Members: For IRB Committee members.

○ Students

○ Not at this time.

Question 2

Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

Choose all that apply

☐ Institutional/Signatory Officials

☐ IRB Chair

It is **highly recommended** you choose the below highlighted Responsible Conduct of Research course and choose to take the Conflicts of Interest course, but **not mandatory**.

Question 3

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

Choose one answer

○ Responsible Conduct of Research for Biomedical Researchers
○ Responsible Conduct of Research for Engineering Researchers
○ Responsible Conduct of Research for Humanities Researchers
○ Responsible Conduct of Research for Physical Science Researchers
○ Responsible Conduct of Research for Social and Behavioral Researchers
○ Not at this time.

Question 4

Conflicts of Interest (COI)
Would you like to take the Conflicts of Interest course?

Choose one answer

○ Yes
○ No

Only answer questions 5 and 6 if they apply to you.

Question 5

Laboratory Animal Research

Choose all that apply

☐ Investigator conducting research with animals
☐ Wildlife Research
☐ My research has potential to cause "more than momentary pain and distress" in Mice or Rats"
☐ IACUC Members
☐ IACUC Chair
☐ Institutional Officials

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
☐ 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 Cattle
☐ I work with Sheep & Goats
☐ I work with Non-Human Primates (NHP)
☐ I work with Fish
☐ I work with Zebrafish

Question 6

Biosafety/Biosecurity
Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

Choose all that apply

- ☐ Researcher Conducting Research Requiring IBC Review
- ☐ Institutional Biosafety Committee Chair Training
- ☐ Shipping and Transport of Regulated Biological Materials
- ☐ OSHA Bloodborne Pathogens
- ☐ Select Agents, Biosecurity and Bioterrorism
- ☐ Research Involving Recombinant or Synthetic Nucleic Acid Molecules
- ☐ Nanotechnology
- ☐ Institutional Biosafety Committee Member
- ☐ Dual Use Research of Concern (DURC)
- ☐ USDA Permits
- ☐ Initial Biosafety Training

Complete Registration

Please click "Complete Registration". You will then see the page below. Click "Finalize Registration"

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **University of Wisconsin - Green Bay** is complete.

Finalize Registration

Clicking "Finalize Registration" should bring you back to the Main Menu. You have registered for the CITI Program! From here, if you need help completing your courses, see the "Completing the CITI Course Instructions for Committee Members."