

1. Go to <https://about.citiprogram.org/> and click "Log In" in the upper right corner.

The screenshot shows a web browser window with the URL about.citiprogram.org. The browser's address bar and tabs are visible at the top. The website header includes the CITI PROGRAM logo on the left, navigation links for Courses, Organizations, Individuals, and About in the center, and a search icon, Register button, and Log In button on the right. A secondary navigation menu at the top right contains links for Support, FAQs, and Contact Us. Below the header, a banner for a "New Course - General Laboratory Safety for Non-Laboratory Personnel" is displayed. The main content area features a large image of healthcare workers in blue scrubs with stethoscopes. Overlaid on the left side of this image is the text: "The Trusted Standard in Research, Ethics, and Compliance Training". Below this, a paragraph states: "The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and". At the bottom of the page, a yellow cookie consent banner is visible, with the text: "We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking 'Accept', you consent to the use of ALL cookies on this website. Please review our Privacy Notice for more details or click 'Cookie Settings' to manage your cookie preferences." The banner includes "Cookie Settings" and "Accept" buttons. The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, system tray icons for weather (35°F) and time (9:16 AM 2/9/2022).

2. Select Regis University as the organization affiliation.

CITI - Learner Registration

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

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Regis University

Regis University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of Regis University.

[Continue To Create Your CITI Program Username/Password](#)

3. Enter personal information.

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text" value="IBC"/>	<input type="text" value="Fox"/>
* Email Address	* Verify email address
<input type="text" value="IBC@Regis.edu"/>	<input type="text" value="IBC@Regis.edu"/>

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
<input type="text"/>	<input type="text"/>

4. Create a User Name and Password.

The screenshot shows a web browser window with the URL `citiprogram.org/index.cfm?pageID=156&icat=3&ac=0`. The page title is "CITI - Learner Registration - Regis University". A progress bar indicates the current step is 3 out of 7. The main heading is "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**

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (Edge, File Explorer, Teams, Chrome, Outlook, Excel, Word), and system tray information including 35°F, 8:57 AM, and 2/9/2022.

5. Complete the Country of Residence field and answer if you want to be contacted in the future by CITI.

The screenshot shows a web browser window with the URL `citiprogram.org/index.cfm?pageID=421&icat=3&iac=1`. The page displays a multi-step form. At the top, it says "Steps: 1 2 3 4 5 6 /". Below this is a red asterisk indicating a required field. The main section is titled "* Country of Residence" and contains the instruction: "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." A text input field below this contains the text "United States". Below the input field is another question: "* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?". This question has two radio button options: "Yes" and "No". The "No" option is selected. At the bottom of the form is a blue button labeled "Continue To Step 5". The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, and system tray information including the temperature (35°F) and date/time (8:59 AM, 2/9/2022).

6. Answer about whether you want to take the CITI course for continuing education units.

The screenshot shows a web browser window with the URL `citiprogram.org/index.cfm?pageID=157&icat=3&ac=1`. The page title is "CITI - Collaborative Institutional Training Initiative". The main heading of the form is "Are you interested in the option of receiving Continuing Education Unit (CEU) credit for your Program courses?".

The form text reads: "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."

There are two radio button options:

- 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." This option is currently unselected.
- 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." This option is currently selected.

Below the radio buttons, there is a section titled "If you picked "YES", please check below the one type of credit you would like to earn".

The browser's taskbar at the bottom shows the Windows search bar, several application icons (Edge, File Explorer, Teams, Chrome, Outlook, Excel, Word), and system tray information including 35°F, 9:07 AM, and 2/9/2022.

7. Enter the email address you plan to use and detail any information you wish.

Please provide the following information requested by Regis University

* indicates a required field.

Language Preference
English

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

* Verify Institutional Email Address
IBC@Regis.edu

Highest Degree
[Dropdown menu]

Employee Number
[Text input field]

* Department
Academic Affairs

8. Select the appropriate course you wish to take. In most cases, people will take human subjects research, but there are options for biosafety, animal, and other research interests. You can return to this question later and take additional courses if you would like.

* indicates a required field.

Please indicate the appropriate course you wish to take for Regis University. The following questions are specific to human subjects research, animal research, or DNA research.

Choose all that apply

- Animal Care and Use
- Human Subjects Research
- Good Clinical Practice
- Information Privacy and Security
- Biosafety and Biosecurity
- Responsible Conduct of Research
- Conflicts of Interest

Next

9. Select the type of research you plan to take. If you chose human subjects research in step 8, you have the following options. **By far, most people will take either biomedical research or social-behavioral depending on their research.** There are required modules to take and elective modules which can be selected depending on your research topic.

The screenshot shows a web browser window with the URL citiprogram.org/index.cfm?pageID=175&instID=745&qID=17872&nQID=17872&ac=1. The page title is "Please indicate which human subjects research courses you need." Below the title is a section labeled "Choose all that apply" with the following options:

- Biomedical Research Investigator
- Social Behavioral Research
- Institutional Review Board (IRB) Member
- Institutional Review Board (IRB) Chair
- Institutional Official: Human Subjects Research
- Essentials of Public Health Research

Below the list is a blue "Next" button. At the bottom of the page, there is a link: "Need Help? [Support Center](#)".

10. Click Finalize Registration.

The screenshot shows a web browser window with the URL citiprogram.org/index.cfm?pageID=160. The page features the CITI PROGRAM logo at the top center, with a language dropdown menu set to "English" on the right. Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY ORGANIZATION", and "REGISTER" (which is underlined). A blue header bar contains the text "CITI - Learner Registration". Below this, a grey message box states: "Welcome to the CITI Program. Your registration with Regis University is complete." A blue button labeled "Finalize Registration" is positioned below the message. Further down, there is a link to a "getting started guide" and a link to a "getting started video". At the bottom of the page, there is a link for "Need Help? Support Center". The Windows taskbar at the bottom shows the search bar, task view, and several application icons, along with system tray information including the temperature (35°F) and the date/time (9:09 AM, 2/9/2022).

11. Click the “View Courses” button. The required courses will appear.

The screenshot shows a web browser window with the URL `citiprogram.org/members/index.cfm?pageID=50`. The page content is as follows:

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Regis University [View Courses](#)

Would you like to affiliate with another Institution? [Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an

The browser's taskbar at the bottom shows the Windows search bar, taskbar icons for Edge, File Explorer, Teams, Chrome, Outlook, Excel, Word, and Teams, and system tray information including 35°F, 9:10 AM, and 2/9/2022.

12. Click "Start Now".

The screenshot shows a web browser window with the URL citiprogram.org/members/index.cfm?pageID=50&showInstitution=745#view. The page content includes:

- A message: "You have no active courses for this Institution."
- A section titled "Courses Ready to Begin" with a link to "Learner Tools".
- A course card for "Regis University Biomedical Research Investigators Stage 1 - Basic Course" showing "0 / 11 modules completed" and a "Start Now" button.
- A section titled "Completed Courses" with a link to "Learner Tools".
- A message: "You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#)."
- A footer for "Learner Tools for Regis University".

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray displays the temperature as 35°F, the time as 9:10 AM on 2/9/2022, and the battery level at 20%.