Go to the CITI homepage: <u>https://about.citiprogram.org/en/homepage/</u> and click "R egister" :



Step 1 – Select Your Organization Affiliation

- o In Block 1, enter "Skidmore College"
- o Select "I AGREE to the Terms of Service for accessing CITI Program materials."
- o Select "I affirm that I am an affiliate of Skidmore College"
- o Click "Continue to Create Your CITI Program Username/Password"

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Step 2 – Personal Information

- o In Block 1, enter your first and last name
- o In Block 2, enter your primary email address twice
- o In Block 3, enter a secondary email address twice (optional)
- o Click "Continue to Step 3"



Step 3 - Create Your Username and Password

- o In Block 1, select a User Name
- o In Block 2, select a Password and enter it twice
- o In Block 3, select your security question
- o In Block 4, enter your security answer
- o Click "Continue to Step 4"

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Step 4 – Country of Residence

o In Block 1, search for your country of residence
o In Block 2, select "No"
o

 Step 6 – Skidmore College Member Profile

- o The following fields (marked with an *) are required:
 - ٠

Address Field 2	
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Step 7 - Select Curriculum

	Select Curriculum
a la contra c	* indicates a required field.
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- o Question 1 Human Subjects Research
 - Select the appropriate learner group based on your role and the type of human subjects activities you will conduct:

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- o Question 2 Institutional/Signatory Officials & IRB Chair
 - Skip this question



o Question 3 – Good Clinical Practice

• Select this option if you want to take Good Clinical Practice (GCP)

· · ·	Question 3
ow.	If you want to take Good Clinical Pratice (GCP) please make your selection bel

- o Question 4 Responsible Conduct of Research (RCR)
 - Select the course appropriate for your area of study

•	* <u>Aucrtian Assuments</u>
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- o Question 5 Laboratory Animal Welfare
 - Select the appropriate courses, species specific electives, and species specific modules based on your role and the type of research involving lab animals you will conduct

Ouestion E Que	suon o
Labo	ratory Animal Welfare
Do you o	onduct studies that use Lab animals?
	1. If YES, then you must complete the Basic course and the appropriate species specific modules
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- o Question 6 Biosafety/Biosecurity
 - Select the course appropriate for your area of study

Question 6
Biosafety/Biosecurity
N Showshall their upbr
DLGroup 1: Biosafety Level 1

(Note: Question 7 is omitted on the CITI site)

- o Question 8 Revised Common Rule
 - Select "Not at this time"
- o Click "Complete Registration"

Question	8			
Revised	Common Ru	le		
. Please ma	e vour selection be	low if vou wish	to be enrolled i <u>n the Revised Common Rule course.</u>	
			Cine and strate in subst	
			Or Recorded and	

Step 8 - Click "Finalize R egistration"



Step 9 - View Registered Cour 3-C

o Click on "Start Now" next to the title of your registered course to begin the course. You will be asked to complete the "Integrity Assurance Statement" before completing the required modules in order to pass that course.

Skidmore College			
	Active Courses		
nstitution.	You have no active courses for this l		
*			
	Skidmore College		

Also on this page, you can add a course, remove a course, view previously completed coursework; update institution profile; view instructions page; or remove your affiliation with Skidmore (see "My Learner Tools for Skidmore College"):



If you encounter any problems with the registration or logging in, please contact:

Lisa Burke Assistant Director, Office of Sponsored Research Iburke@skidmore.edu

or

Olivia O'Malley Assistant Director, Office of Sponsored Research oomalley@skidmore.edu