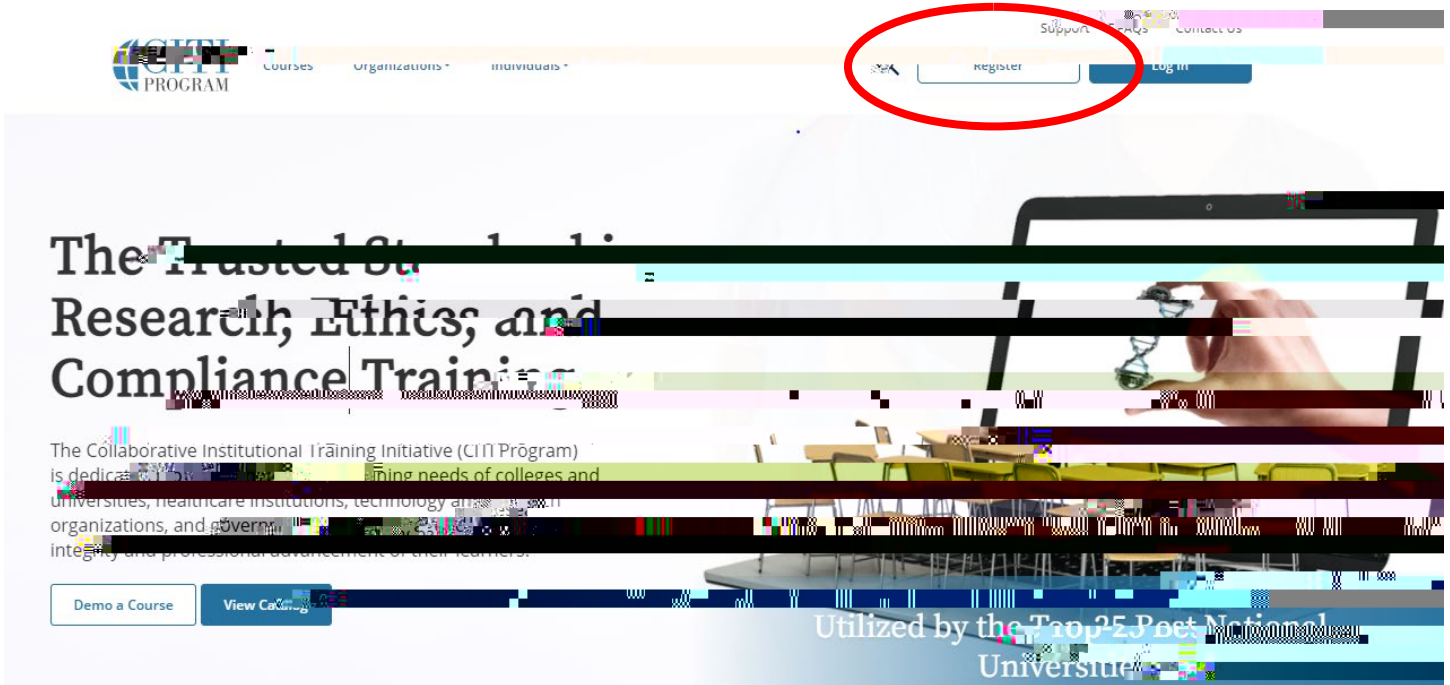


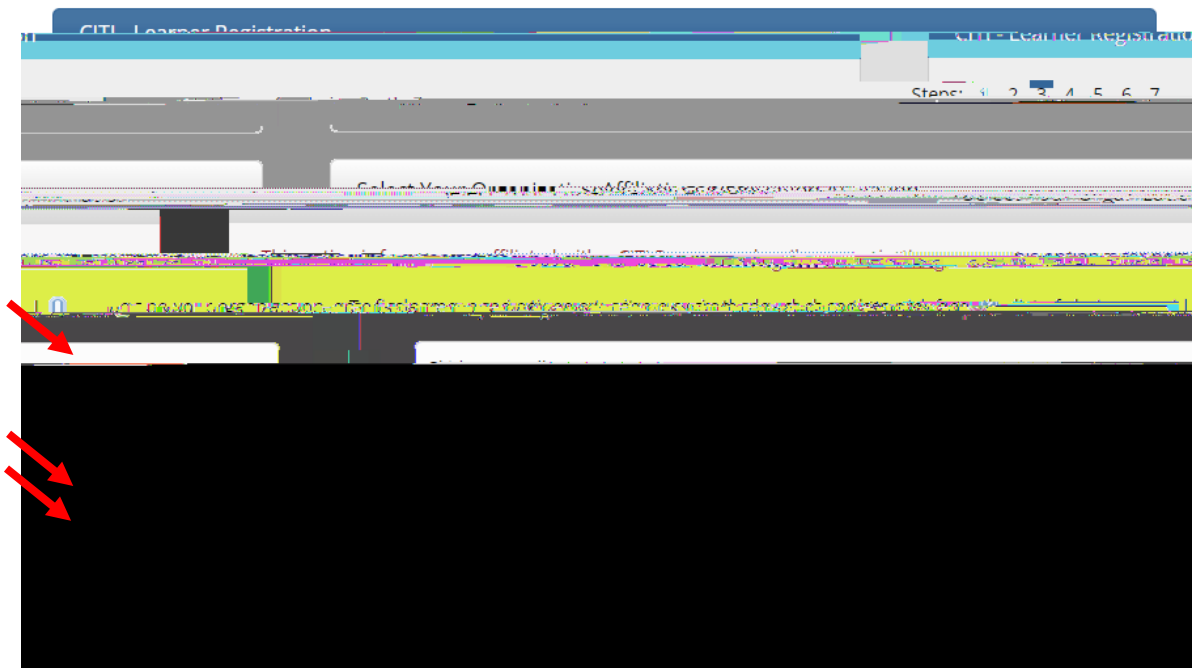
# Instructions for Accessing CITI Training Modules

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



## 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"



## 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”

Personal Information

\* indicates a required field.

\* First Name

\* Last Name

### 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”

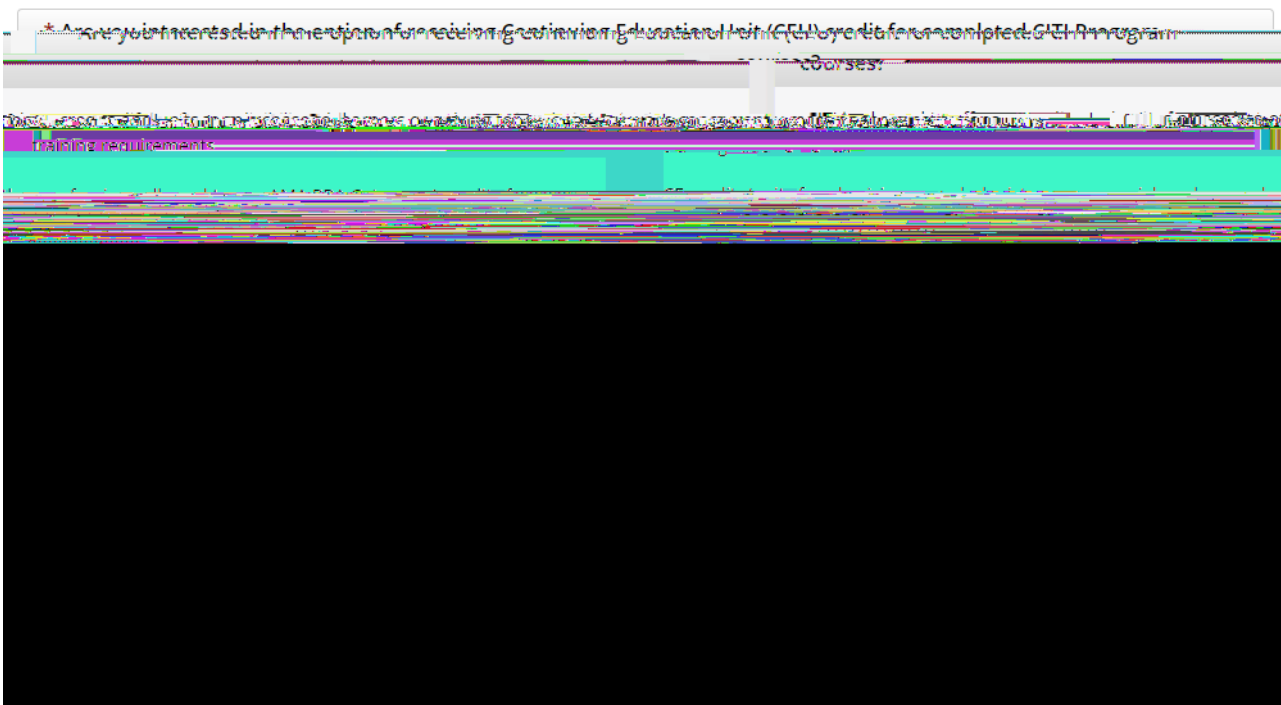
Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your password must be 8 to 16 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character.

### 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:

-

Address Field 2

Address Field 3

City

State

Zip/Postal Code

### Step 7 – Select Curriculum

Select Curriculum

\* indicates a required field.

You will be asked to determine if you will determine the curriculum for the course. We will be asking you to select the appropriate curriculum for the course.

- 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:

Question 1

Human Subjects Research

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

Question 2

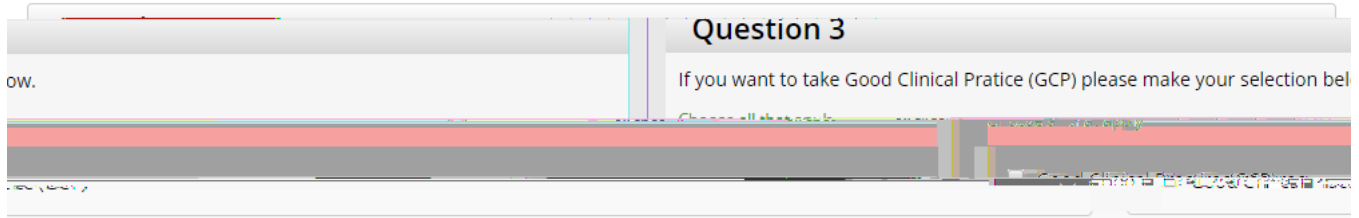
**SKIP**

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.

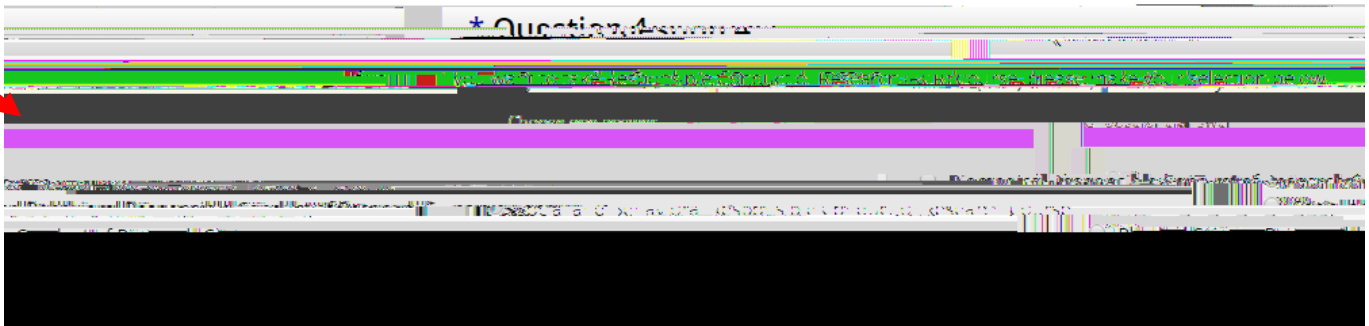
o Question 3 – Good Clinical Practice

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



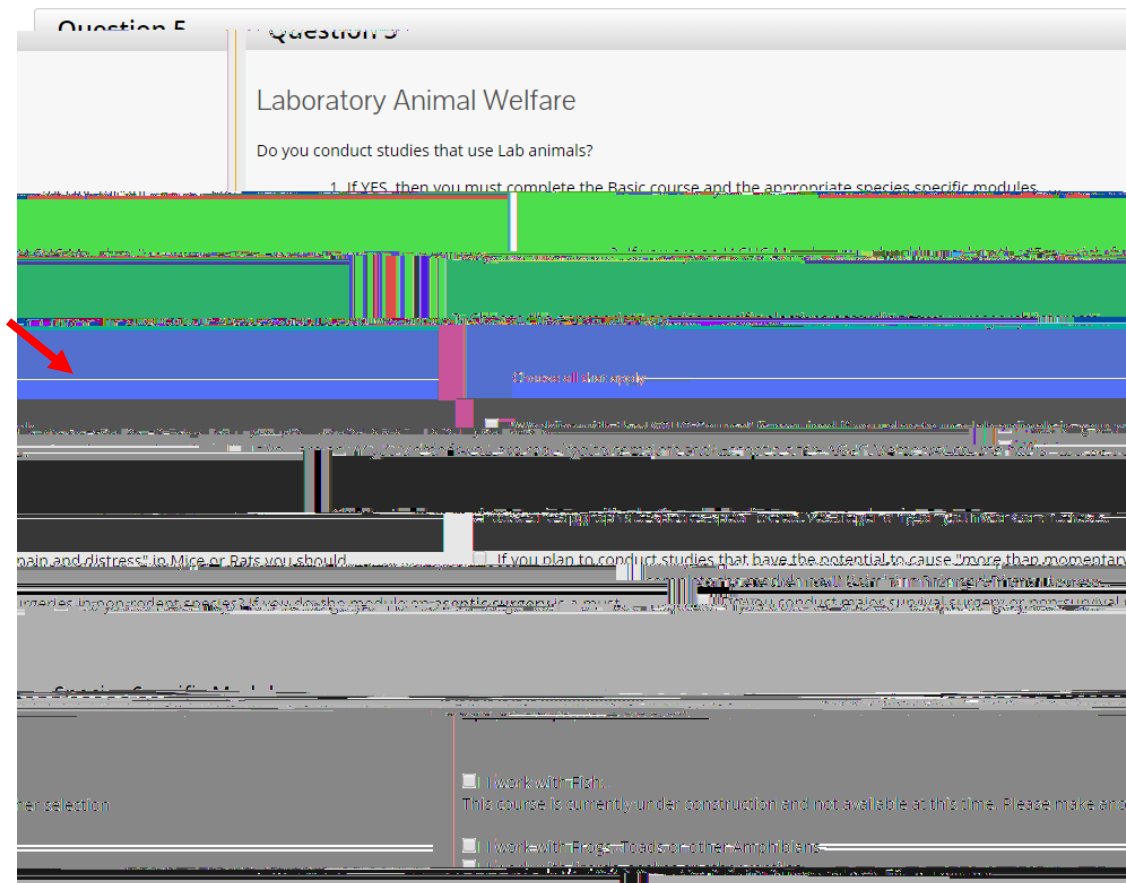
o Question 4 – Responsible Conduct of Research (RCR)

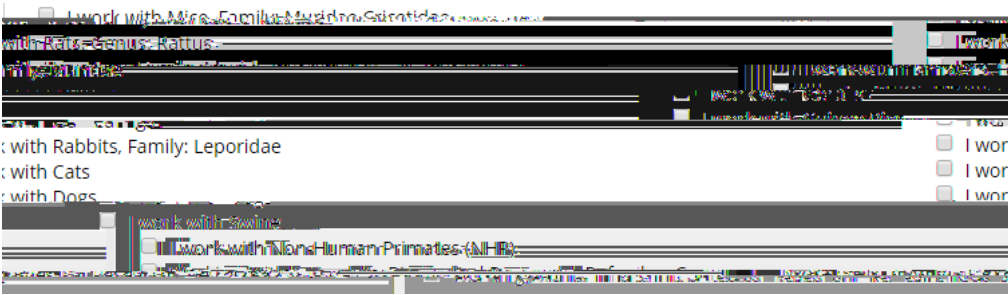
- Select the course appropriate for your area of study



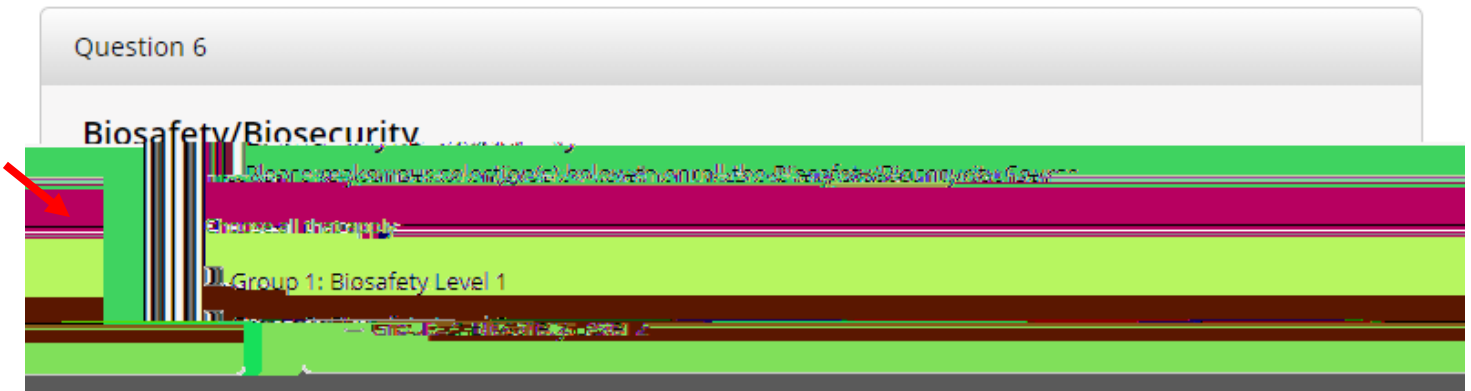
o Question 5 – Laboratory Animal Welfare

- 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



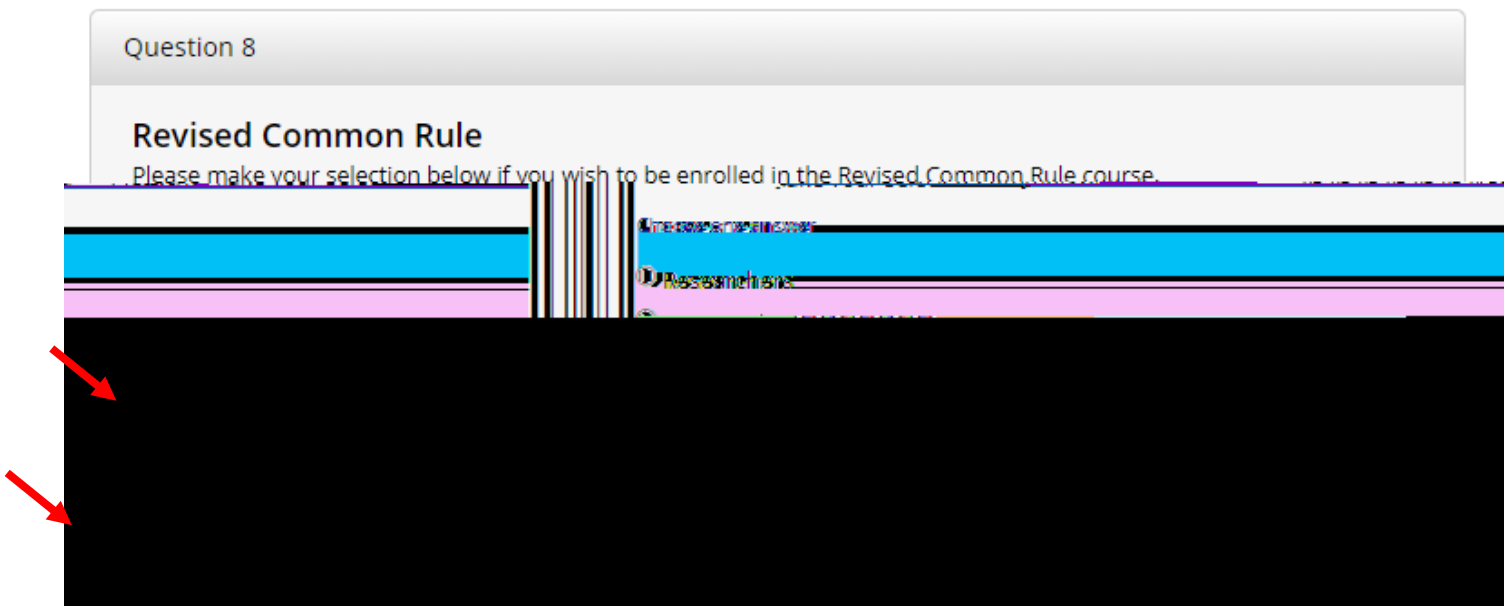


- o Question 6 – Biosafety/Biosecurity
  - Select the course appropriate for your area of study



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

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



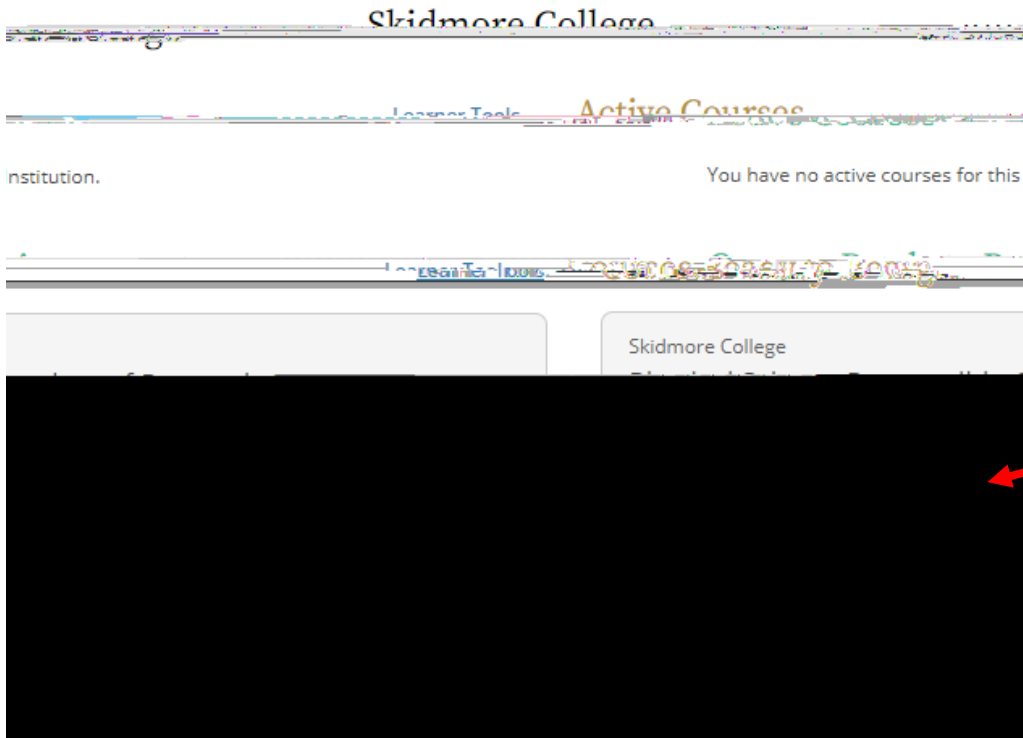
Step 8 – Click “Finalize Registration”



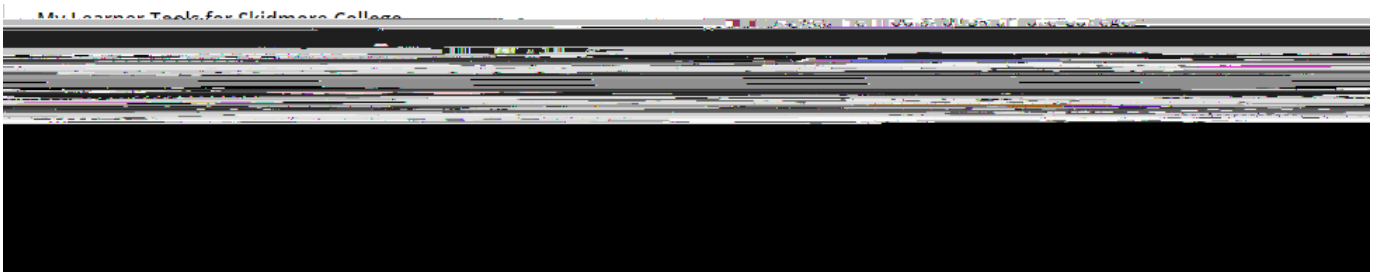
Step 9 – View Registered Courses



- 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.



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  
lburke@skidmore.edu***

***or***

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