



## Welcome to the steps for logging in and setting up your CITI account

**CITI is the Collaborative Institutional Training Initiative.** It is a web-based training program for university personnel and students in many areas of research related to ethical decision-making and compliance, which provides certification that typically is recognized as current for three years.

**Register:** If you have **never registered before** (you do not have a CITI Program username) please go to <https://www.citiprogram.org> and register an account in the system by clicking on "Register" button under "Create an account" from the homepage. After typing and selecting your institution from the dynamic drop down list, follow the prompts to create your account. If you **already have a CITI Program username**, please log into your account, go to Main Menu, and follow the "Click here to affiliate with

another institution" link. Type and locate your institution via the dynamic drop down list and add "Valencia College."

**Follow Directions and Access Support:** These directions will help you to set up your account.

Directions about completing the courses can be found here

<https://www.citiprogram.org/citidocuments/citiinstructions.htm>

### Quick steps

- (1) Go to CITI: <https://www.citiprogram.org>
- (2) Create your username and password,
- (3) Answer the profile questions,
- (4) Select the courses you want to take,
- (5) Now you can take the courses.

**Note:** You can add or change courses at any time. You can access your certificates and record of completion at any time, also.

- Students: Please ask your instructor if you have questions related to a specific course and use the help options at the bottom of this handout if needed.

If you have technical support questions, please contact CITI Support (see contact information below). If you want to read about the course content, please see the informational links below.

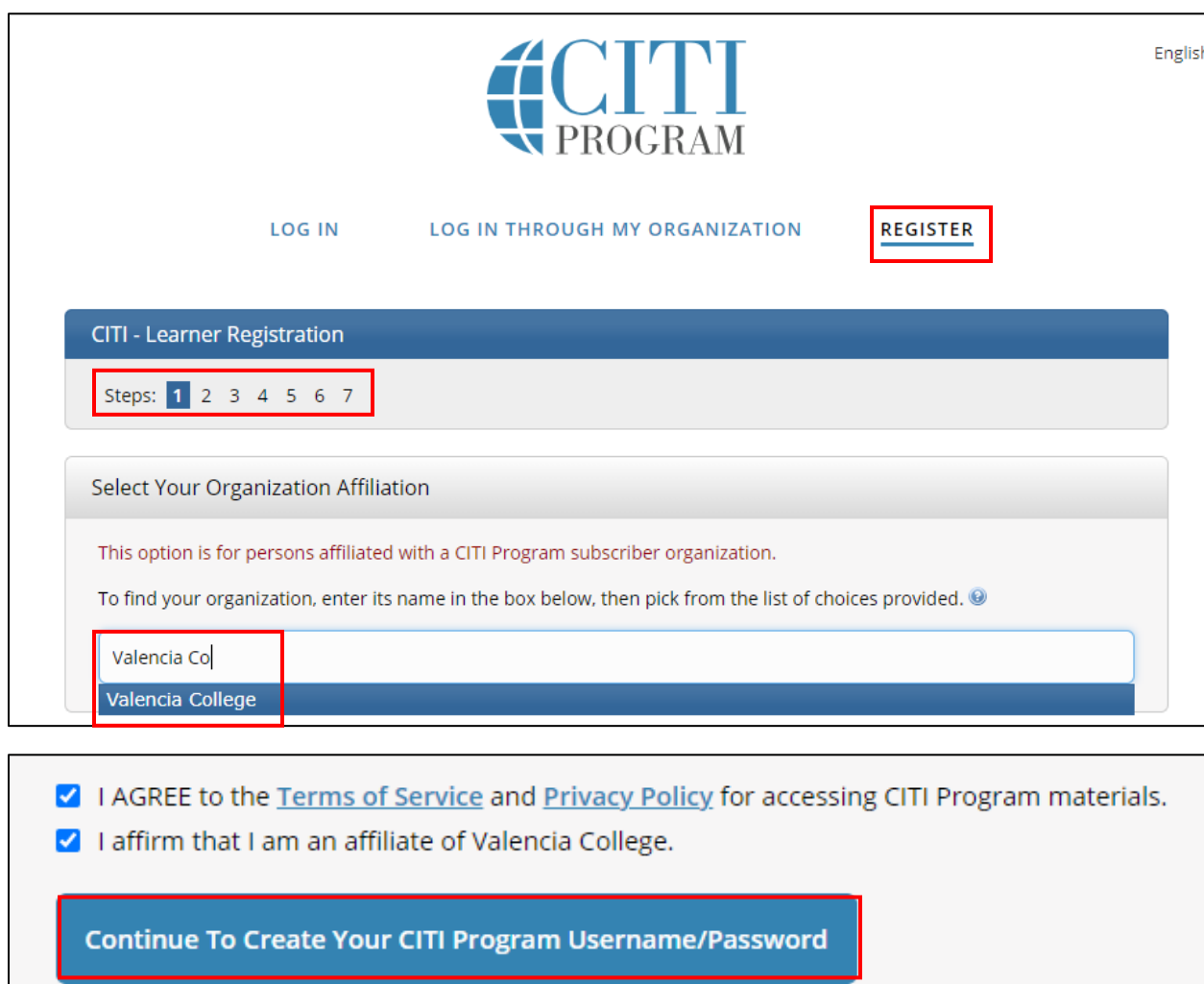
For other questions please contact the Office of Institutional Evaluation:

[participate@valenciacollege.edu](mailto:participate@valenciacollege.edu)

To register at CITI, please follow the 7 steps:

**Step (1):** Type in the organization you are affiliated with in the search bar- “Valencia College”.

After selecting Valencia College, a prompt will appear below asking you to check the boxes and agree to the Terms of Service and affirm the affiliation with Valencia College.



The screenshot displays the CITI Program registration interface. At the top, the CITI PROGRAM logo is centered, with the word "English" in the top right corner. Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY ORGANIZATION", and "REGISTER" (which is highlighted with a red box). The main section is titled "CITI - Learner Registration" and includes a progress bar showing "Steps: 1 2 3 4 5 6 7", with "1" highlighted in a red box. The current step is "Select Your Organization Affiliation". Below this heading, a message states: "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." A search input field contains the text "Valencia Co", and a dropdown menu below it shows "Valencia College" as a suggestion, which is highlighted with a red box. At the bottom of the form, there are two checked checkboxes: "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." and "I affirm that I am an affiliate of Valencia College." Below these checkboxes is a large blue button with the text "Continue To Create Your CITI Program Username/Password", which is also highlighted with a red box.

English

CITI PROGRAM

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

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. ⓘ

Valencia Co

Valencia College

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Valencia College.

Continue To Create Your CITI Program Username/Password

**Step (2):** Provide the personal information (First Name, Last Name, email address). Please use your Valencia e-mail address.

CITI - Learner Registration - Valencia College

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

**Step (3):** Create a username, password and select security questions.

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

Note: Avoid using your social media 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

**Step (4):** Complete the prompts on step 4.

The screenshot shows the 'CITI - Learner Registration - Valencia College' interface. At the top, a blue header bar contains the title. Below it, a progress bar shows steps 1 through 7, with step 4 highlighted. A red asterisk indicates a required field. The main content area is titled '\* Country of Residence' and contains a search prompt: '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.' Below the text is a text input field.

CITI is independent from Valencia College. When you are asked on this screen if you want to be contacted, that question is from CITI.

The screenshot shows the 'CITI - Learner Registration - Valencia College' interface, specifically the question: '\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?'. Below the question are two radio button options: 'Yes' and 'No'. At the bottom of the form is a blue button labeled 'Continue To Step 5'.

**Step (5):** Continue to select the answers, based on the questions and the preferences provided.

Please note that this award of credits is not done through Valencia and it is not related to your courses at the College. It is for outside certification.

If you are completing CITI modules for a Valencia College course, please ask your faculty member about any course credit options and if available, how and when they will want you to submit proof of completion. Typically, the courses ask you to complete them with correct responses at 75% or higher and you can retake them as many times as you would like.

CITI - Learner Registration - Valencia College

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

If you picked "YES", please check below the one type of credit you would like to earn

**Step (6):** Fill out the sections in the prompt. Please make sure to fill in the required fields marked with an asterisk \*

- For *Institutional Email address*: be sure to include your Valencia College email address.
- For *Employee number*: please enter your VID without the “V” (the VID consists of 8 digits).
- For *Students*: please enter your VID as the “employee number” (the VID consists of 8 digits).
- For *Department*:
  - Faculty and staff members: please note the academic department, division, or office you work within.
  - Students: please note the department that your course is offered in, for example, “Psychology” would be “Social Science”. The College catalog may help you: <https://catalog.valenciacollege.edu/coursedescriptions/courseprefixesheadings/>
- For *Role in Research*:
  - Professors: Please select “**faculty**” as your role in research (as in the first screenshot below).
  - Students: Please select “**student researcher- undergraduate**” (as in the second screenshot below).

CITI - Learner Registration - Valencia College

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) **[6](#)** [7](#)

Please provide the following information requested by Valencia College

\* indicates a required field.

Language Preference

▼

**\* Institutional Email Address**

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

Enter a valid Institutional Email Address.

**\* Verify Institutional Email Address**

Re-enter Institutional Email Address.

Employee Number  
01234567

Insert your VID here ***without*** typing the "V". Only type numbers.

\* Department

\* Role In Research  
Student Researcher - Undergraduate


\* Role In Research  
Faculty

**Step (7):** The last step involves Curriculum selection. Select the courses by answering the questions under Select Curriculum- CITI Curriculum Selection. Please note that your institution has prescribed your course curriculum.

- *Students:* Select the courses that your faculty member has requested and/ or that you would like to take. You can update these selections at any time. If you are uncertain about the courses you need to take, please ask your instructor.

Select Curriculum

\* indicates a required field.



**CITI Course Enrollment questions**

You will be provided a series of 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.

This Institution provides a course for Human Subjects Protection and Laboratory Animal Welfare.



### CITI Curriculum Selection

You may enroll in multiple courses. You can take the courses sequentially or together. You should use multiple login sessions. The available courses in the CITI program are:

- The Human Subjects Courses
- The Lab Animal Welfare Courses
- Good Clinical Practice (GCP)
- Health Information Privacy and Security (HIPS)
- Responsible Conduct of Research (RCR)

**Students:** Please select the Responsible Conduct of Research (RCR) course if your faculty member has asked you to, or if you would like to take it.

## Question 1

### Responsible Conduct of Research (RCR)

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

- ☐ Biomedical Responsible Conduct of Research
- ☐ Responsible Conduct of Research for Engineers
- ☐ Humanities Responsible Conduct of Research
- ☐ Physical Science Responsible Conduct of Research
- ☐ Social and Behavioral Responsible Conduct of Research
- ☐ Responsible Conduct of Research for Administrators
- ☐ Not at this time.

## Question 2

### Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

- ☐ Yes
- ☐ No

## Question 3

### Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

- ☐ GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- ☐ GCP for Clinical Investigations of Devices
- ☐ GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
- ☐ GCP – Social and Behavioral Research Best Practices for Clinical Research
- ☐ Not at this time.

## Question 4

### Information Privacy & Security (IPS)

Please make the appropriate selection if you are required to complete the Information Privacy & Security (IPS) course.

- ☐ IPS for Clinicians
- ☐ IPS for Researchers
- ☐ IPS for Students and Instructors
- ☐ IPS for Fundraisers
- ☐ IPS for Marketers
- ☐ Family Educational Rights and Privacy Act (FERPA)
- ☐ Not at this time.

## Question 5

### Human Subjects Research (HSR)

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.


- ☐ **Biomedical (Biomed) Comprehensive:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ **Social-Behavioral-Educational (SBE) Comprehensive:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ **Biomedical Data or Specimens Only Research:** No direct contact with human subjects.
- ☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ Not at this time.

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Valencia College is complete.

Finalize Registration

After registration is complete, the Institutional Courses will appear, with the affiliated institution (Valencia College) and the Courses available through the College.

 **Your registration has been completed successfully.**

## 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](#).

Valencia College

**View Courses**

Would you like to affiliate with another Institution?

Add Affiliation

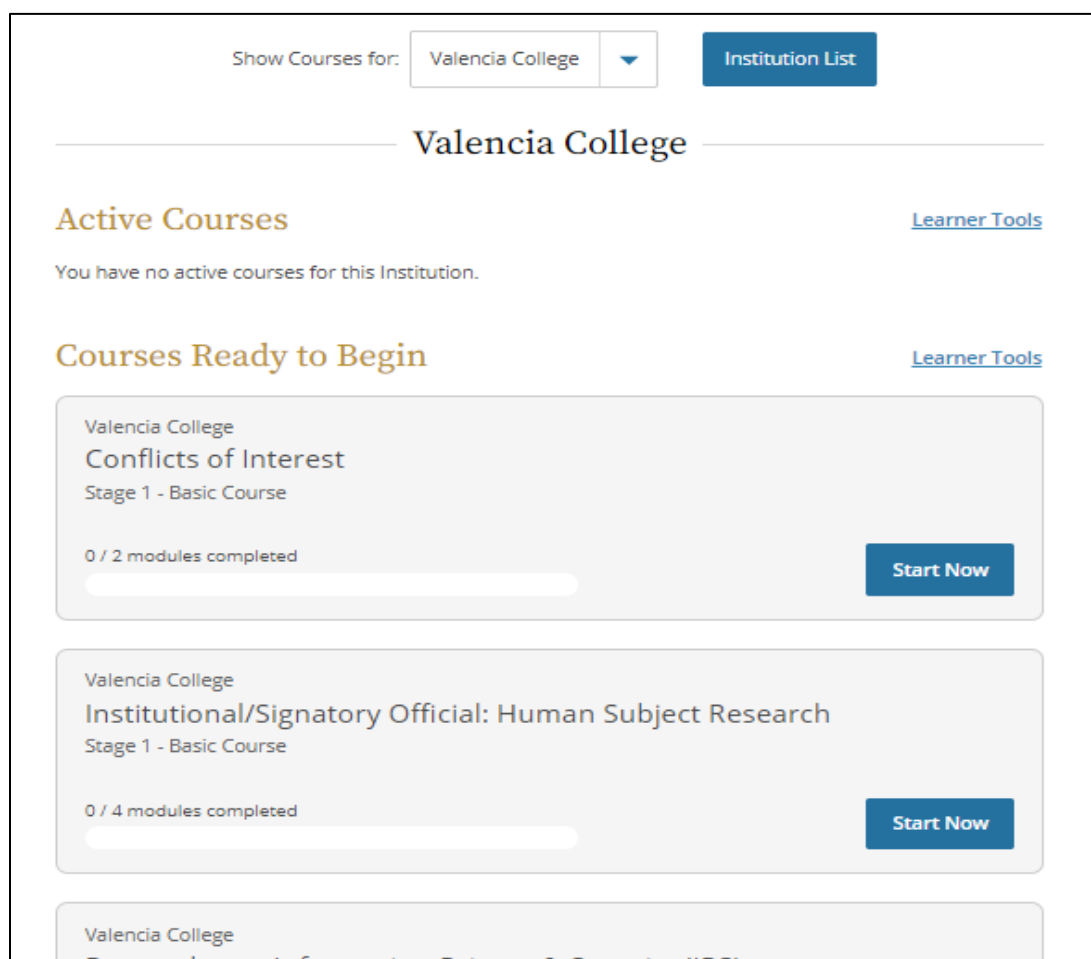
Would you like to remove an existing affiliation?

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 Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

To view the courses, go to “View Courses” next to Valencia College and a prompt will show you a list of courses.



**Now you can take your courses! If you need help...**

### CITI Technical Support

- Submit an online request for help from CITI staff:  
<https://about.citiprogram.org/en/contact-us/>
- Talk to someone by phone: [888.529.5929](tel:888.529.5929)  
Hours: Monday to Friday 8:30 a.m. - 7:30 p.m. U.S. ET

### Informational Links

- **Frequently Asked Questions (FAQ) for Learners**  
<https://about.citiprogram.org/en/faqs/?filter=34>
- **About the courses available for the Valencia community**  
<https://about.citiprogram.org/en/new-subscriptions/>

For other questions please contact the Office of Institutional Evaluation: [participate@valenciacollege.edu](mailto:participate@valenciacollege.edu)