University of South Florida: Instructions for Completing the CITI Program Registration Process

Step 1: Log in to www.citiprogram.org and click on “Register Here.”

Step 2: The registration screen will appear.
**Step 3:**
Choose “University of South Florida” from the drop down list of available “Participating Institutions.”

**Step 4 – (OPTIONAL: for VA Researchers only):**
If you are also affiliated with the James A. Haley VA, you may choose at this time to also affiliate with the VA through the CITI program’s system by selecting “Tampa, FL-673” from the drop down list associated with “Veterans Affairs.”
**Step 5:**
Select and enter a Username and Password, choose from the list of available security questions, enter your answer to the security question, and enter your first and last name.

![Image of registration form]

**Step 6:**
Enter a primary email address (such as your work email) and, if desired, a secondary email address (such as a personal account)

![Image of email address form]
Step 7:
If desired, you may elect to request CME/CEU credits from CITI. It is important to note, however, that this is **NOT** funded by USF. Once you have completed your selection regarding CME/CEU credits, respond yes or no to the course survey question. Completing the course survey is optional. After answering the question regarding the course survey, click on “Submit” to complete the registration process.

Step 8:
Complete, at minimum, the required fields, as indicated by the red asterisks. Although not required via an asterisk, a USF EmpID or UID is **REQUIRED** for certification of USF training requirements. Module completion results will NOT be recorded in GEMS if the Employee Number field is left blank.
**Step 9:**
Continue completing all required and non-required, but applicable, fields. In addition to the “U” number, USF employees are also encouraged to enter their USF NetID where indicated. When finished, click on “Submit” to continue to the next screen.

**Step 10:**
The next step in the process is to help the CITI site identify which courses are most appropriate for you to take, based upon the type of research that you conduct. Read the instructions carefully.
**Step 11:**
After completely reading the instructions, click on the hyperlink, “Continue to Question 1 at this time,” or continue scrolling down to reach question 1.

**Step 12:**
Select the answers that most accurately describe your role in research. All researchers should complete the first question. If you have previously completed a CITI course at another institution, you may select one of the first two responses for question two, otherwise click on the third response (NOTE – if you have previously registered with the CITI program at another institution, you may choose to affiliate with USF in Step 15.)
Step 13:
If you are a VA employee, you may select the choice that most accurately describes your personal situation; otherwise, select the final choice for question 3. **If NSF or NIH funds your research, you may be required to complete a course in the Responsible Conduct of Research.** If this is the case, for question 4, select the option or options that most accurately describe your research.

![Select Curriculum](image)

Step 14:
If your research involves the use of laboratory animals, you may choose to complete a course in Laboratory Animal Welfare. Select the option(s) that most accurately describes your situation. If your research does not involve the use of laboratory animals, skip question 5 and click on “Submit.”

![Laboratory Animal Welfare](image)
**Step 15:**
If you previously completed a CITI course (or courses) at another institution and would like to continue to affiliate with that institution (in order to access previous course records, for example), choose yes; otherwise, choose no.

**Step 16:**
The main menu will allow you to enter the courses assigned to you based on your selections during the registration process. Click on “enter” to begin your course(s). You may also view the USF Instructions.
**Step 17:**
The main menu will also allow you to affiliate with another institution, change your login information and email address, and print your completion report for completed courses.

![Main Menu](image)

**Step 18:**
Finally, from the main menu, you may also choose to add courses or update your learner groups, select from available optional modules, and modify your profile information, among other options. For more assistance, you may also contact the CITI Program help desk directly by following the link at the bottom of the page.

![Add a course or update your learner groups](image)

Once you have completed your course or courses, the CITI Program will notify the University of South Florida’s IRB of the completion. Please also print a copy of your completion report for your records.