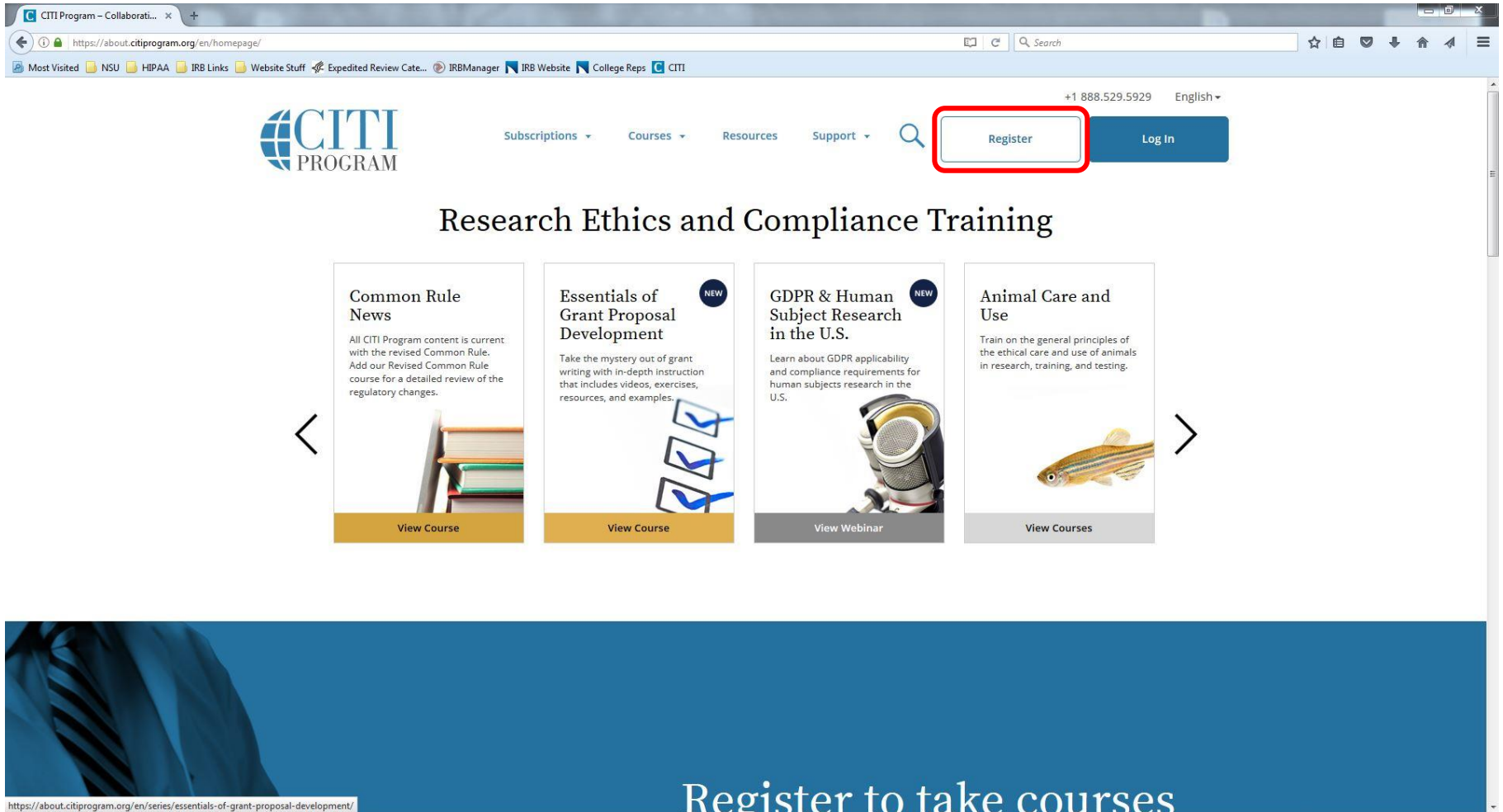


Creating a CITI Account & Registering for the Human Subjects Training Course

Type www.citiprogram.org into your browser

Click on the white “Register” button located in the upper right of the homepage



The screenshot shows the CITI Program homepage in a web browser. The browser's address bar displays <https://about.citiprogram.org/en/homepage/>. The page features the CITI PROGRAM logo on the left and a navigation menu on the right. The menu includes links for Subscriptions, Courses, Resources, and Support, along with a search icon, a phone number (+1 888.529.5929), and a language selector (English). A white "Register" button is highlighted with a red rectangle, and a blue "Log In" button is positioned to its right. Below the navigation, the main heading reads "Research Ethics and Compliance Training". A carousel of four featured items is displayed, each with a "View Course" or "View Webinar" button. The items are: "Common Rule News" (with a stack of books), "Essentials of Grant Proposal Development" (with a checklist), "GDPR & Human Subject Research in the U.S." (with a microphone), and "Animal Care and Use" (with a fish). A blue banner at the bottom of the page contains the text "Register to take courses" and a URL: <https://about.citiprogram.org/en/series/essentials-of-grant-proposal-development/>.

CITI PROGRAM


Subscriptions Courses Resources Support Search +1 888.529.5929 English

Register **Log In**

Research Ethics and Compliance Training

Common Rule News

All CITI Program content is current with the revised Common Rule. Add our Revised Common Rule course for a detailed review of the regulatory changes.




[View Course](#)

Essentials of Grant Proposal Development

NEW

Take the mystery out of grant writing with in-depth instruction that includes videos, exercises, resources, and examples.




[View Course](#)

GDPR & Human Subject Research in the U.S.

NEW


Learn about GDPR applicability and compliance requirements for human subjects research in the U.S.



[View Webinar](#)

Animal Care and Use

Train on the general principles of the ethical care and use of animals in research, training, and testing.



[View Courses](#)

<https://about.citiprogram.org/en/series/essentials-of-grant-proposal-development/>

Register to take courses

Note to Researchers:

There are no wrong answers, please answer to the best of your ability. Responses to registration questions will not affect your ability to register for coursework within CITI.

Step 1



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[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. ⓘ

or

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

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

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Type in
"Nova Southeastern University"



Step 1 (continued)

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. ⓘ

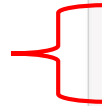
Nova Southeastern University

Nova Southeastern 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 Nova Southeastern University.

Continue To Create Your CITI Program Username/Password

Check both boxes



Click to continue



Step 2

Enter the requested information

Note: Use an email address you plan to always maintain the ability to access. Do not use your NSU email as your primary email, however, you may use it as your secondary email.

CITI - Learner Registration - Nova Southeastern University

Steps : 1 2 3 4 5 6 7


Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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"/>

Click to continue  [Continue To Step 3](#)

Step 3

CITI - Learner Registration - Nova Southeastern University

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

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

Enter the requested information to create a username, password, and security question

Click to continue



Continue To Step 4

Step 4

CITI - Learner Registration - Nova Southeastern University

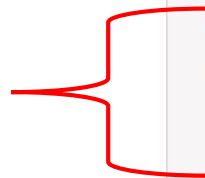
Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Country of Residence

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.

Enter your country
of residence



Click to continue



Continue To Step 5

Step 5

IMPORTANT:

In order to take CITI free as an affiliate of NSU you **MUST** select “No” to this question. Otherwise you will be charged for CEU credits.

Select “No”



CITI - Learner Registration - Nova Southeastern University

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

Step 5 (continued)

Make no selections for this question unless you are paying for CEU credits

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

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Respond to CITI Program questions regarding future contact

* Can CITI Program contact you at a later date regarding participation in research surveys? 🗨️

- Yes
- No
- Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? 🗨️

- Yes
- No

Click to continue



Continue To Step 6

Step 6

Enter the requested information

CITI - Learner Registration - Nova Southeastern University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Nova Southeastern University

* indicates a required field.

Language Preference

* Institutional Email Address

* Gender

* Highest Degree

Employee Number

* Department

* What Is Your Role In Research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

Students, residents, faculty, and staff at NSU must use their official NSU email address in this field. All other researchers use a professional email address.

There is no wrong answer, select what best describes your role in research

Step 6 (continued)

Select your Area of Research from the dropdown menu

Click to continue

* What Is Your Area Of Research

Continue To Step 7

Dropdown options:

- Biomedical Investigator Course Only
- Social & Behavioral Investigator Course Only
- The Social & Behavior AND Biomedical Investigator Courses

NOTE: There is no wrong answer, select the one you feel best describes your area of research.

Step 7

Select the area of research you need to complete CITI coursework.

If this is for IRB-related purposes, you MUST select 'Human Research (IRB Required Program)'. All other selections will not meet the IRB Human Subjects Training requirement.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* What area of research are you working?

Choose all that apply

- Human Research (IRB Required Program)
- Lab Animal
- Responsible Conduct of Research Gradebook (RCR)
- CITI Good Clinical Practice (GCP)
- Conflicts of Interest
- Health Information Privacy and Security (HIPS)

Click to continue



Next

Step 7 (continued)

NSU researchers have only two options for groups their research activities fall under.

- Group 1: Biomedical (HPD) Researchers—All researchers in a department within the Health Professions Division (HPD), are required to register for this course.
- Group 2: Social-Behavioral-Educational (non-HPD) Researchers—All researchers that are NOT within the Health Professions Division (HPD), are required to register for this course.

IMPORTANT:

Group 3 and Group 4 are for specific users and the IRB Office will not accept them as proof of the required Human Subjects Training.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Select the group appropriate to your research activities.

Choose all that apply

- Group 1: Biomedical (HPD) Researchers
- Group 2: Social-Behavioral-Educational (Non-HPD) Researchers
- Group 3: College Representatives & IRB Office Staff ONLY
- Group 4: Stem Cell Research Oversight

Next

Click to continue

Finalize Registration

Click to finalize
your registration



CITI - Learner Registration

Welcome to the CITI Program. Your registration with **Nova Southeastern University** is complete.

Finalize Registration

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)

Registration Complete

✔ 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](#).

Nova Southeastern University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation




Click to view and complete your coursework

Accessing your Course

Based on your previous selections, you will have one of two courses available for you to complete, Group 1 or Group 2.

Click 'Start Now' to begin the coursework for your course.

Show Courses for: Nova Southeastern University  [Institution List](#)

Nova Southeastern University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.


Courses Ready to Begin [Learner Tools](#)

Nova Southeastern University

Group 1: Biomedical (HPD) Researchers

Stage 1 - Basic Course

0 / 21 modules completed


[Start Now](#)

Nova Southeastern University

Group 2: Social-Behavioral-Educational (Non-HPD) Researchers

Stage 1 - Basic Course

0 / 21 modules completed

[Start Now](#)

Completion Report

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.


[View / Print](#)

[Copy Link](#) 

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)

[Copy Link](#) 

Upon completion, you need to save your *Completion Report* (not the *Completion Certificate*) to submit as documentation that you have completed the IRB Human Subjects Training requirement. The *Completion Report* is a two-part transcripts listing your completed coursework and modules, including all quiz scores.

Click on 'View/Print' to save a PDF copy of your *Completion Report*.

If you have any further questions regarding adding a CITI training course please contact:

Crystal Bass, M.S., CIP

954-262-5376

cb1691@nova.edu