

## CITI Program Registration

Go to the Collaborative Institutional Training Initiative (CITI) website [citiprogram.org](http://citiprogram.org)

Click “Register” to create an account and then complete Steps 1-7



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# New Human Subjects Research (HSR) Content

Updated content reflects the latest thinking on informed consent.

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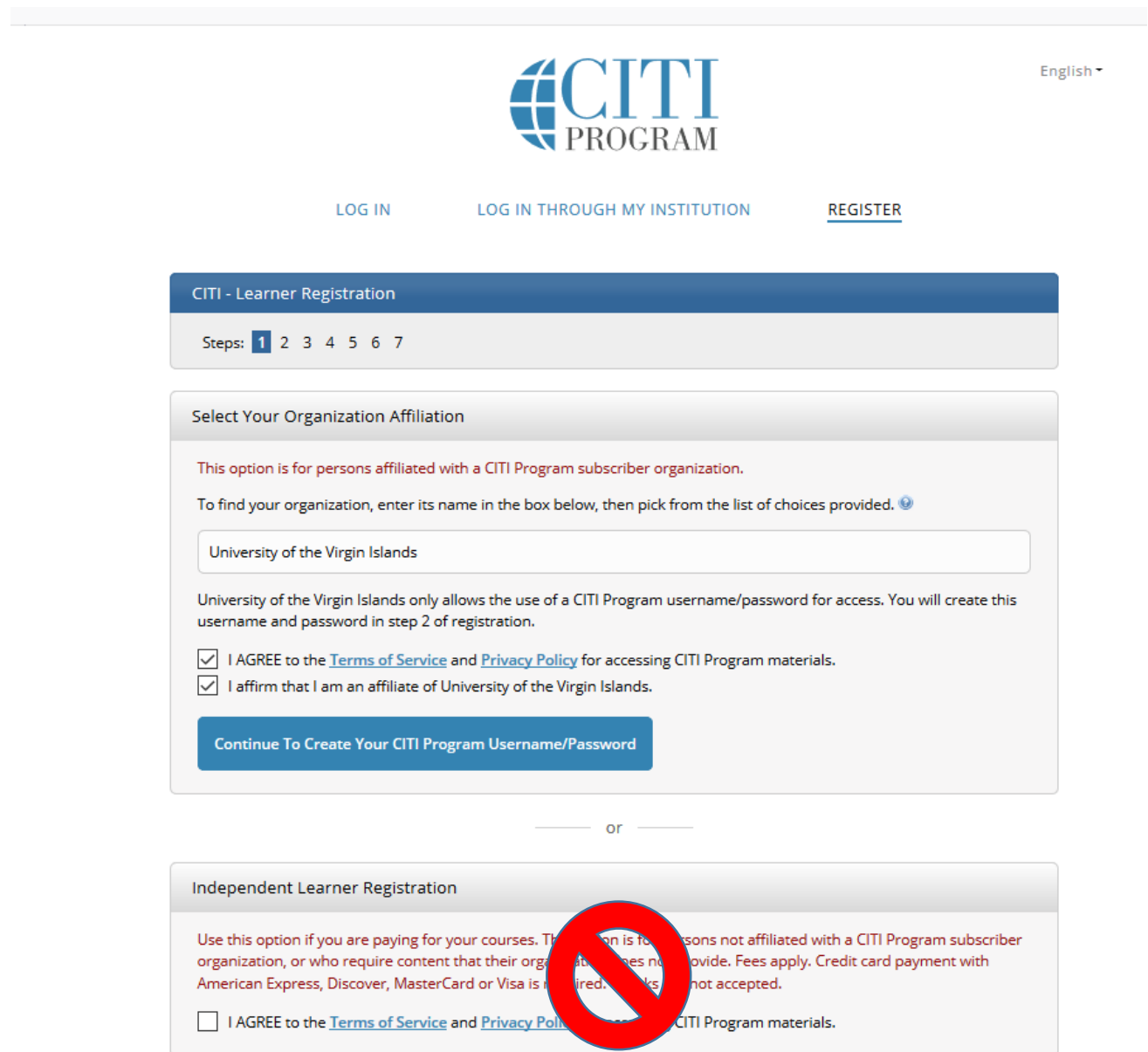
[Independent Learners](#)



## Step 1: Select Your Organization Affiliation

Type “University of the Virgin Islands” in the test box.

- Click University of the Virgin Islands
- Agree to the Terms of Service and Privacy Policy
- Affirm that you are affiliated with the University of the Virgin Islands
- Click “Continue to Create Your CITI Program Username/Password



The screenshot shows the CITI PROGRAM registration interface. At the top, the CITI PROGRAM logo is displayed on the left, and the word 'English' with a dropdown arrow is on the right. Below the logo are three navigation links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' (which is underlined). A progress bar indicates the current step is 1 out of 7. The main content area is titled 'Select Your Organization Affiliation'. It contains a red warning message: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this is a text input field containing 'University of the Virgin Islands'. A note states: 'University of the Virgin Islands only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' 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 University of the Virgin Islands.' A blue button labeled 'Continue To Create Your CITI Program Username/Password' is at the bottom. Below this section, the text 'or' is centered. The next section, 'Independent Learner Registration', is partially visible and has a large red 'X' mark over it, indicating it should not be selected. It contains a warning: '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.' and an unchecked checkbox: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.'

**NOTE: DO NOT CLICK ON THE INDEPENDENT LEARNER REGISTRATION**

## Step 2: Personal Information

- **Type Name and Email Address.** Your(student/employee) UVI email address is strongly recommended, but not required. A secondary email address is not mandatory.
- **Click “Continue to Step 3”**



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - University of the Virgin Islands

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 your Username and Password

- **Create a Username and Password.** This does not have to be your UVI email and password
- **Choose a Security Question and Answer**
- **Click “Continue to Step 4”**



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - University of the Virgin Islands

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

[Continue To Step 4](#)

## Step 4: Country of Residence

- **Type US or USA**
- **Click “Continue to Step 5”**



The screenshot shows the CITI PROGRAM registration interface. At the top right, there is a language dropdown menu set to "English". Below the logo, there are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (which is underlined). The main content area has a blue header bar with the text "CITI - Learner Registration - University of the Virgin Islands". Below this, a progress indicator shows "Steps: 1 2 3 4 5 6 7", with the number 4 highlighted in a dark blue box. A red asterisk note states "\* indicates a required field." The main form area is titled "\* Country of Residence" and contains the instruction: "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 white search input field. At the bottom left of the form area, there is a blue button labeled "Continue To Step 5".

## Step 5: Continuing Education Unit (CEU) credit and CITI Research Surveys

- **Select No. CEU's are for medical professionals**
- **Indicate whether you would like to hear about surveys**
- **Click "Continue to Step 6"**

CITI - Learner Registration - University of the Virgin Islands

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

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

\* 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? 🗨

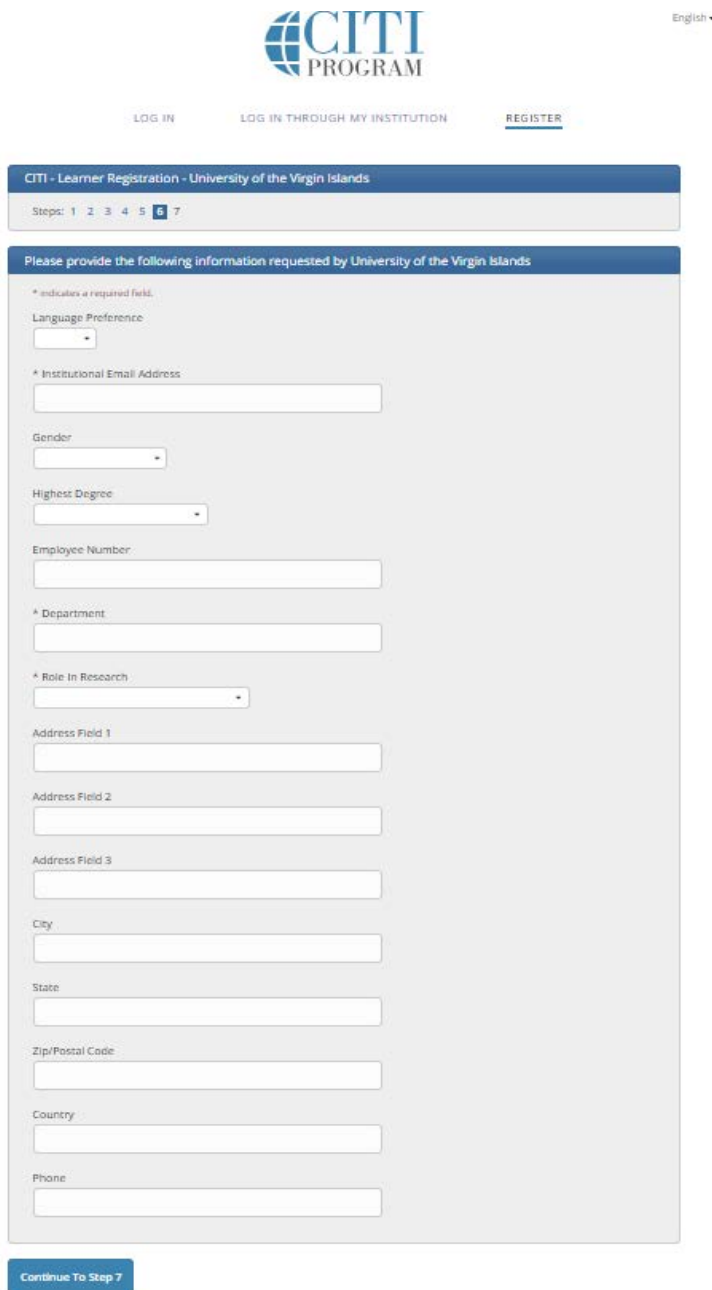
Yes

No

Continue To Step 6

## Step 6 Enter the Information Requested by UVI

- Answer the questions indicated by the red asterisk
- Click “Continue to Step 7”



The screenshot shows the registration interface for the CITI PROGRAM. At the top, there is a logo for the CITI PROGRAM and a language dropdown menu set to "English". Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (which is underlined). A blue header bar contains the text "CITI - Learner Registration - University of the Virgin Islands". Below this is a progress indicator showing steps 1 through 7, with step 6 highlighted. The main content area is titled "Please provide the following information requested by University of the Virgin Islands" and includes a legend: "\* indicates a required field." The form contains the following fields:

- Language Preference (dropdown menu)
- \* Institutional Email Address (text input)
- Gender (dropdown menu)
- Highest Degree (dropdown menu)
- Employee Number (text input)
- \* Department (text input)
- \* Role In Research (dropdown menu)
- Address Field 1 (text input)
- Address Field 2 (text input)
- Address Field 3 (text input)
- City (text input)
- State (text input)
- Zip/Postal Code (text input)
- Country (text input)
- Phone (text input)

At the bottom of the form is a blue button labeled "Continue To Step 7".

## Step 7: Select Curriculum

You must answer a series of questions to complete the enrollment process

- **Under Question 1** select “Social and Behavioral Research Investigators” (This will satisfy UVIs training requirement involving Human Participants in Research)

Question 1

### Human Subjects Research

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.  
Choose one answer

**Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

**Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

**IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

Not at this time.

- **Question 2: Ignore**
- **Questions 3 – 6: Select “No” or “Not at this time”**
- **Question 7: Select “I am not required to complete the IPS Course at this time”**
- **Answer Question 8** if your study involves animals

After selecting your courses click on the Complete Registration Button

Complete Registration