Please follow the steps listed below to register for CITI Program training if you do <u>NOT</u> have a JMU e-ID.

Go to **https://about.citiprogram.org/en/homepage/** and click "**Register**."
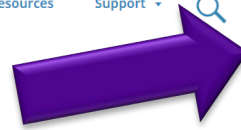
Search for **James Madison University**, agree to the Terms of Service, affirm that you are affiliated with JMU, and click on "**Create a CITI Program account**."

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. ⓘ

> James Madison University

James Madison University allows the use of Single Sign On (SSO) or a CITI Program username/password for access.

Single Sign On (SSO) requires a username and password issued by James Madison University.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of James Madison University.

[Log In with James Madison University]   or   [Create a CITI Program account]

CITI - Learner Registration - James Madison University

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]

CITI - Learner Registration

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]

Please select a username that you can easily remember so that you can look up the results of your training in the future.

You <u>DO NOT</u> need to have a JMU e-ID to sign up for training.

CITI - Learner Registration

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ
Why does CITI Program ask about your gender? ⓘ

* indicates a required field.

* Your Gender Is:

○ Male

○ Female

○ I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

○ Hispanic or Latino ⓘ

○ Not Hispanic or Latino

○ I would rather not disclose

* Your Race Is: (You may choose more than one)

☐ American Indian or Alaska Native ⓘ

☐ Black or African American ⓘ

☐ Asian ⓘ

☐ Native Hawaiian or Other Pacific Islander ⓘ

☐ White ⓘ

☐ I would rather not disclose

Continue to Step 5

CITI - Learner Registration

Steps: 1 2 3 4 **5** 6 7

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

○ Yes
○ No
○ Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

☐ AMA PRA Category 1 Credits
☐ Nurses (CNE Credits)
☐ Other
☐ Psychologists (CEP Credits)

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

○ Yes
○ No
○ Not sure. Ask me later

Continue to Step 6

If you are a student and unless you have been told otherwise by your professor, select "NO" for Continuing Education Unit credit. You DO NOT have to pay for CITI training.

While it is a required field, you <u>DO NOT</u> need to have a JMU e-ID to sign up for training. Please enter a username that you can easily remember.

CITI - Learner Registration

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by James Madison University

* indicates a required field.

Language Preference

[▾]

* Institutional email address

[   ]

* JMU e-ID

[   ]

Gender

[▾]

Highest degree

[▾]

Employee Number

[   ]

* Department

[   ]

* Role in research

[▾]

Address Field 1

[   ]

Address Field 2

[   ]

Address Field 3
City

[   ]

State

[   ]

Zip/Postal Code

[   ]

Country

[   ]

Phone

[   ]

* Account Status

[▾]

[Continue to Step 7]

To add the Export Compliance course:

From the Main Menu, click on "**Add a Course**"

Learner Tools for James Madison University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

Select ONLY "**I need to take a course in Export Compliance (EC)**"

Question 1

Please choose the appropriate topic(s) based on your research studies.

This question is required. Choose all that apply.

- [ ] I need to take courses regarding research involving **Human Subjects.**
- [ ] I need to take courses regarding research involving **Lab Animals.**
- [ ] I need to take a course in the **Responsible Conduct of Research.**
- [ ] I need to take the course involving **Conflict of Interest.**
- [ ] I need to take a course in the **Biosafety/Biosecurity.**
- [ ] I need to take a course in the **Good Clinical Practice.**
- [ ] I need to take a course in the **Laboratory Chemical Safety.**
- [ ] I need to take courses regarding research involving **COVID-19.**
- [x] I need to take a course in **Export Compliance (EC).**

Start Over   Next

Confirm Yes to the question "Would you like to take the Export Compliance (EC) Course?"

Question 8

Export Compliance (EC)

Would you like to take the Export Compliance (EC) course?

Choose one answer.

- ● Yes
- ○ Not at this time.

| Start Over | Next |

Export Compliance (EC)
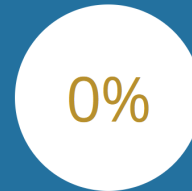
James Madison University

INSTRUCTIONS

- Complete the required module
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS

0 / 1 modules complete

SCORE

0%

You have unfinished required or elective modules remaining.

Required Modules

Complete the required module.

Modules	Completed	Score	
Overview (EC Refresher) (ID 19593)	Incomplete	-	**Start**

Supplemental Modules ⓘ

Modules	Completed	Score	
Research (EC Refresher) (ID 19594)	Incomplete	-	**Start**
Other Activities (EC Refresher) (ID 19595)	Incomplete	-	**Start**
Business Operations (EC Refresher) (ID 19596)	Incomplete	-	**Start**

For assistance with the registration process or adding courses, please contact our office at researchintegrity@jmu.edu or (540) 568-7025.

If you experience technical difficulties with the CITI website, please contact CITI Help Desk: https://support.citiprogram.org/.