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/ 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. $^{\textcircled{0}}$
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 ema access the first one. If you forget you	ail address, if you have one, in case messages are blocked or you lose the ability to r 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
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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.

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Steps: 1 2 3 4 5 6 7

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

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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?
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 <u>DO NOT</u> 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 2 City	
State	
Zip/Postal Code	
Country	
Phone	
* Account Status	

Continue to Step 7

To add the Research Security course:

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



To add the Research Security course:

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



Select ONLY "I need to take a course in Research Security"

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 a course in **Export Compliance (EC)**.
- I need to take a course in **3Rs Certificate Course**.
- I need to take a course in Research Security

Start Over

Next

Select a Research Security course from the options below:

Research Security

Please select a Research Security course from the options below:

Choose all that apply.

Research Security: A Basic Course
 Single module course which provides an overview of research security requirements and researcher responsibilities and best practices.
 Research Security Training
 Research Security Advanced Refresher
 Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF's Research Security Training.

Start Over

Next



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

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