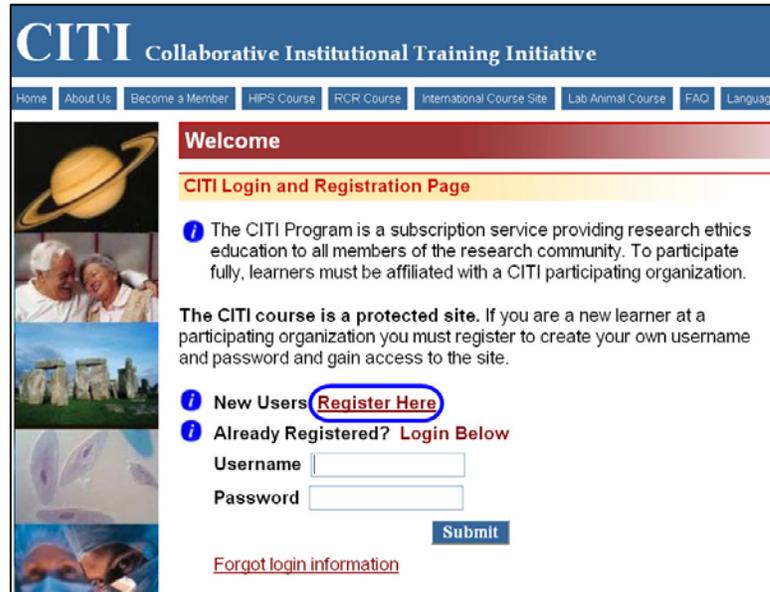


## Collaborative Institutional Training Initiative (CITI) Instructions for Project Directors/Investigators and Key Personnel

- 1.) Navigate to <http://www.citiprogram.org>
- 2.) Click on New Users “Register Here”.



**CITI Collaborative Institutional Training Initiative**

Home | About Us | Become a Member | HPS Course | RCR Course | International Course Site | Lab Animal Course | FAQ | Language

### Welcome

#### CITI Login and Registration Page

**i** The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

**i** New Users [Register Here](#)

**i** Already Registered? [Login Below](#)

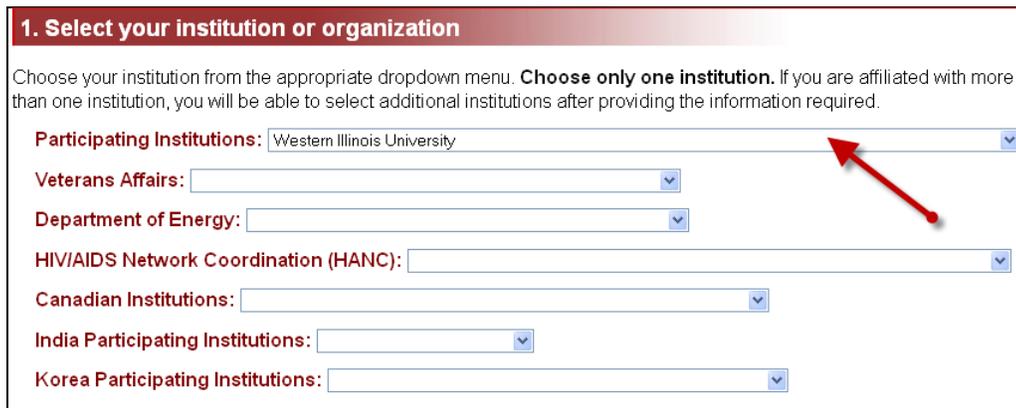
Username

Password

[Forgot login information](#)

- 3.) Next, complete steps 1 - 8.

1. Select Western Illinois University as your institution.



### 1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

**Participating Institutions:**

**Veterans Affairs:**

**Department of Energy:**

**HIV/AIDS Network Coordination (HANC):**

**Canadian Institutions:**

**India Participating Institutions:**

**Korea Participating Institutions:**

2. Create your Username and Password (DO NOT USE A PASSWORD YOU USE FOR OTHER ACCOUNTS).
3. Select your security question and answer.
4. Enter your name.
5. Enter your email address.
6. Select your gender, ethnicity and race.
7. Select “No,” you will not need to complete the CME/CEU Credits course.
8. Select “No” or “Yes,” this item is not required by WIU.
9. Click Submit.

4.) Complete the member information section.

- In response to “Role in research,” select your role as appropriate (i.e., Principle Investigator, Co-Investigator, Research Assistant, Student Researcher, etc.) from the dropdown list.

* Role in Research:	<input type="text"/>
Address Field 1:	Clinical Researcher
Address Field 2:	Interviewer
Address Field 3:	IRB administrator
City:	IRB Chair
State:	IRB Member
Zip/Postal Code:	Pharmacist
Country:	Principal Investigator
* Office Phone:	Co-Investigator
* Which course do you plan to take?:	Recruiter
Home Phone:	Statistician
	Study nurse
	Study Coordinator
	Site Coordinator
	Social Worker
	Research Assistant
	Data manager
	Compliance Officer
	IACUC Administrator
	IACUC Chair

- In response to “Which course do you plan to take?” select “Other” from the dropdown list.

* Which course do you plan to take?:	<input type="text"/>
Home Phone:	Basic Human subjects - Biomedical Basic Human subjects - Biomedica
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	Basic Human Subjects - Social & Behavioral Focus
	Basic Human Subjects - Biomedical & Social & Behavioral Focus
	Biosafety / Biosecurity
	Good Clinical Practice
	Health Information Privacy and Security (HIPS)
	Laboratory Animal Welfare
	Responsible Conduct of Research
	Refresher Course - Biomedical Research
	Refresher Course - Social and Behavioral Research
	Other

- Click “Submit.”

5.) Next, select the appropriate curriculum. If you are only completing the Conflict of Interest Modules you should not mark anything for items 1, 2, and 3. Under 4, “Would you like to take the Conflict of Interest mini-course,” click “Yes.”

<b>4. Would you like to take the Conflict of Interest mini-course?</b>
Choose one answer
<input type="radio"/> Yes
<input type="radio"/> No

6.) If appropriate, affiliate with another institution by clicking “Yes”. If not, select “No”.

7.) Finally, to start the Conflict of Interest mini-course, click on “Enter”.

Western Illinois University [View Western Illinois University instructions page](#)

You have enrolled for the following courses:

<a href="#">My Courses</a>	Status	Completion Reports	CME/CEU Credits	<a href="#">Voluntary Satisfaction Survey</a>
Conflict of Interest, Stage 1	Not Started - <a href="#">Enter</a>	Not Earned	N/A	Not Available

[Add a course or update your learner groups for Western Illinois University](#)

**8.) Please print and save a copy of your completion certificate. Also, save a copy of your certificate on file in the Office of Sponsored Projects. Print and mail your documentation to:**

Office of Sponsored Projects, Sherman Hall 320  
1 University Circle  
Macomb, IL 61455

If you have any questions regarding the CITI training, please contact:

Compliance Specialist  
Office of Sponsored Projects, Sherman Hall 320  
Phone: (309) 298-1191  
Email: IRB@wiu.edu