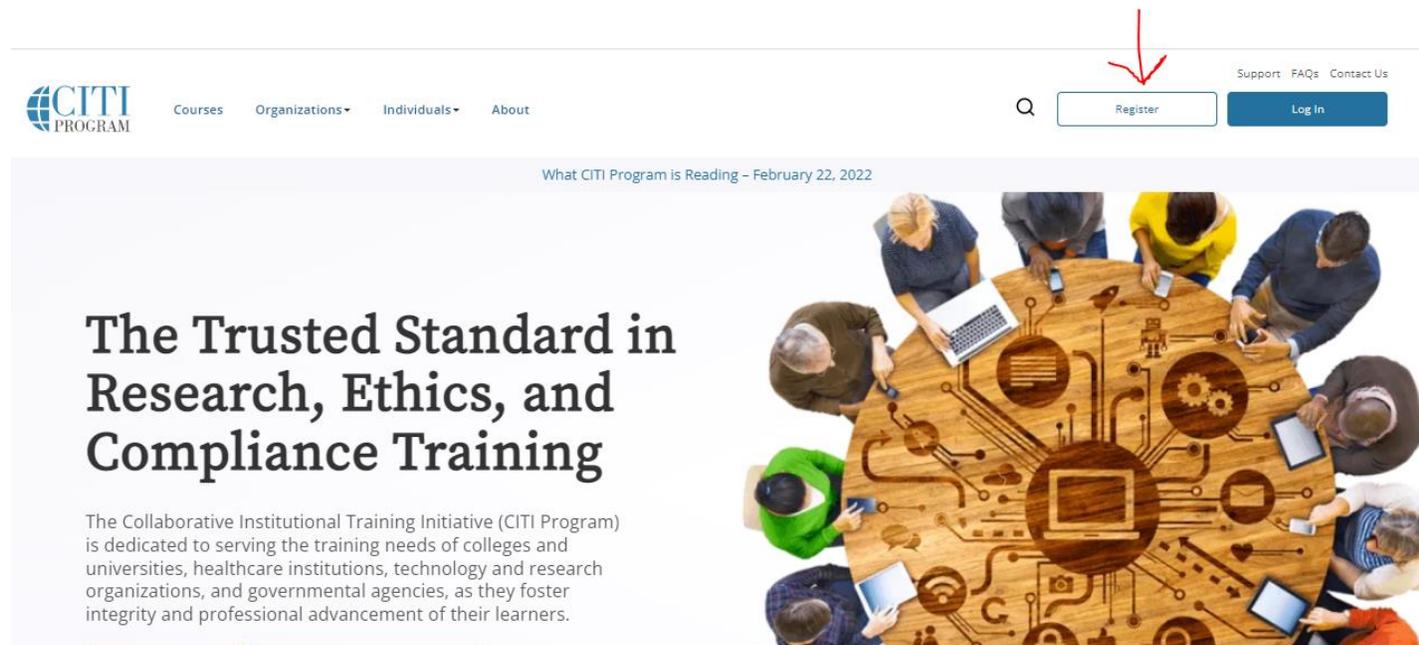


To complete CITI coursework, you will need to register on the CITI website to create an account.

Click here to go to the [CITI website](#).

Click 'Register' in the upper right-hand corner of the page. If you already have an account, please log on to it. Be sure to read through all the instructions below.



Under Select Your Organization Affiliation, start typing Utica University, and select this when it appears in the list.

Click both boxes as indicated below, then click on Continue to Create Your CITI Program Username/Password

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. 



Utica 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 Utica University.

[Continue To Create Your CITI Program Username/Password](#)

— 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.~~

Enter your name and utica.edu email and your secondary email on the next screen, then click continue to step 3 (sample text in fields below is for illustrative purposes ONLY)

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text" value="Myfirstname"/>	<input type="text" value="Mylastname"/>
* Email Address	* Verify email address
<input type="text" value="myemail@utica.edu"/>	<input type="text" value="myemail@utica.edu"/>

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" value="myemail@gmail.com"/>	<input type="text" value="myemail@gmail.com"/>

Continue To Step 3

Complete the user name and password information and click on Continue to Step 4 (**sample text in fields below is for illustrative purposes ONLY**)

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](#)

Complete the information on the next screen and click on Continue to step 5

*** 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.

*** May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 🗣️**

Yes

No

[Continue To Step 5](#)

Complete the information on the next screen, but please note that if you choose to purchase CEU credits, this will be at your own expense and will not be covered by Utica University. The coursework is free to you, but CEU credits and related expenses would be your responsibility.

For 'Institution Unit':

- If you are a student taking the course as part of your academic program (as required by your faculty or to conduct research), indicate your major/program.
- If you are a faculty member, indicate your school/program

Once your selections are complete, click on Continue to Step 6

*** 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™
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - CE Credits
- Pharmacists - CPE Credits

[Continue To Step 6](#)

Complete the information on the next page and click on Continue to Step 7

Please provide the following information requested by Utica University

* indicates a required field.

Language Preference

* Institutional Email Address

We recommend providing an email address issued by Utica University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Utica University officials identify your learning records in reports.

* Verify Institutional Email Address

* Institution Unit

* Role?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue To Step 7](#)

Most researchers, student and faculty, need only complete the basic Social-Behavioral-Educational Researchers modules. **Please read through ALL of the following instructions to decide which modules apply to you before selecting a course group.**

Students – please check with your faculty member to verify that this is the course work you need to complete. Faculty may also require additional optional modules that are part of this Basic Course.

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

* 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

- Social-Behavioral-Educational Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Biomedical Data or Specimens Only Researchers: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Faculty Teaching Research Courses
- Institutional/Signatory Official

Faculty who are teaching research courses or providing oversight on student research should select the Faculty Teaching Research courses, below.

* 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

- Social-Behavioral-Educational Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Biomedical Data or Specimens Only Researchers: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Faculty Teaching Research Courses
- Institutional/Signatory Official

Utica University IRB Members should select the IRB Members training below.

* 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

- Social-Behavioral-Educational Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Biomedical Data or Specimens Only Researchers: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Faculty Teaching Research Courses
- Institutional/Signatory Official

Click on Complete Registration

You will now be enrolled in the course modules that you selected above.

If you have any questions or encounter any problems with the registration process, please contact Fran Vescio, Academic Project Coordinator, Academic Affairs at ftvescio@utica.edu.