First time registration:

Go to www.citiprogram.org and click on the "Register" button located in the blue log in box to the right of the homepage.

The next steps are numbered 1-7. these steps will collect information to register your account and place you in the correct course based on your organization's settings.

**Step 1** Choose a participating organization from the search box. All active organizations are listed. This includes the VA sites, The DoE organizations, HANC affiliates, Canadian organizations, Indian organizations, and Korean based organizations.

2a. If you have a CITI Program username and password: Log in with your existing CITI Program username and password. If you have forgotten your username or password you can retrieve them through the "Forgot" links in either the username or password boxes.
Step 2 requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

You can use any email address to register but we recommend not using your organizational email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account if you use a non organizational email. This means you can keep the same account and transfer credit if you affiliate with a new organization.

While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

To assist the WMU CITI Administrator and the WMU IRB in verification of your training record, if the primary email address is not WMU please use your WMU account for the secondary email address. In addition, it will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.
At Step 3 you will choose a username and password for your account. Please follow the on-screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and which you can comfortably answer for the tech support team.
Step 4 asks for your country of residence.
Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.
If you are completing the course to meet a WMU training requirement, **SELECT NO** *(Selecting yes requires payment from the faculty, staff, student, investigator, etc. for which individuals are responsible for this cost)*

```plaintext
* 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

Continue To Step 6
Step 6 is organization specific. Each organization determines the fields listed on this page and what information is required or optional. Some organizations request very specific information such as an employee ID number or campus name. Any questions regarding the fields on this page should be directed to your organization's CITI Program administrator.
The questions in Step 7 enroll you in CITI Program courses.

When enrolling in a CITI course to complete the requirement for the WMU IACUC

Skip Questions 1 and 2

Question 3 – required – select “not at this time.”
“Working with the IACUC Course” is required for all faculty, staff, and students working with animals (i.e., teaching or research). Additional courses if applicable to your work/research (e.g., aseptic surgery, minimizing pain and distress, PAM).

In addition to the required course if you plan to use animals in your work/research you must also complete species specific modules.
Skip Questions 5, 6, and 7

Question 8 - required – Select “NO.”

Complete Registration

For further assistance, you may contact the Associate Director Research Compliance at 269-387-8293 or by email at julia.mays@wmich.edu