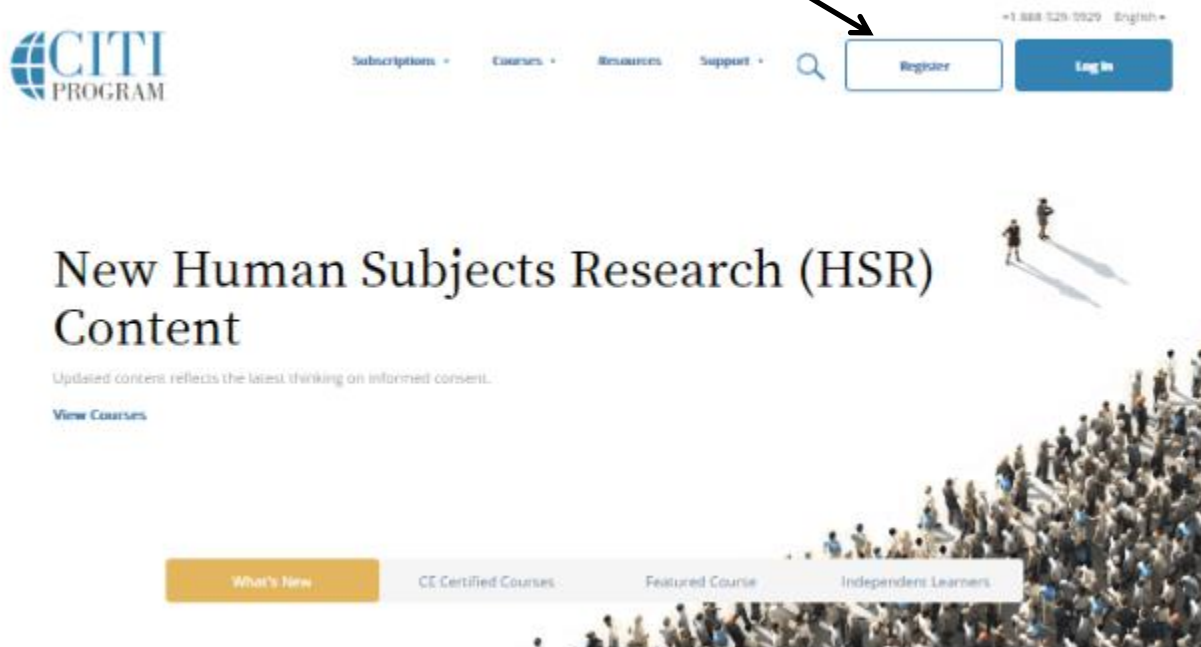


First time registration:

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.

Begin by typing Western Michigan University

CITI - Learner Registration

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

You must make a selection below.

Select Your Organization Affiliation

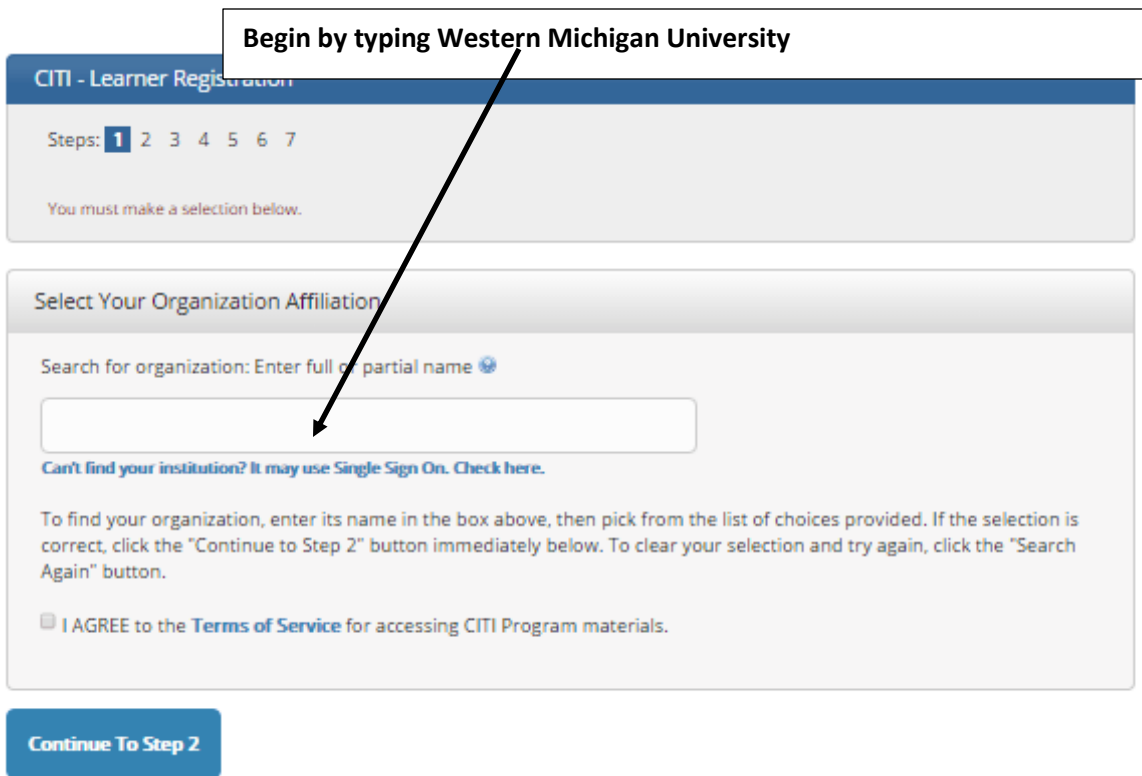
Search for organization: Enter full or partial name

Can't find your institution? It may use Single Sign On. [Check here.](#)

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

Continue To Step 2



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.

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](#)

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.

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](#)

Step 4 asks for your country of residence.

* indicates a required field.

* 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.

[Continue To Step 5](#)

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*)

CITI - Learner Registration - DEMO

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?

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 grad 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

CITI - Learner Registration - Western Michigan University

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

Please provide the following information requested by Western Michigan University

* indicates a required field.

Language Preference

* Institutional Email Address

* Gender

* Highest Degree

Employee Number

* Department

* What Is Your Role In Research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

[Continue To Step 7](#)

The questions in Step 7 enroll you in CITI Program courses.

When enrolling to complete the Responsible Conduct of Research (RCR) requirement

Skip Questions 1 and 2

* Question 3

Would you like to take the IRB Chair course?

Choose one answer

- Yes
- Not at this time.

Question 3 – required – select “not at this time.”

Skip Questions 4

Enroll in the RCR course that aligns with your research project.

Question 5

Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

Skip Questions 6, and 7

* Question 8

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

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