

### Setting Up a CITI Account

1. Go to [www.citiprogram.org](http://www.citiprogram.org) to register for CITI online training.
2. Select “Register.”
3. Under “Select Your Organization Affiliation” type in “Stockton” and select “Stockton University” when it appears.
4. Click the checkbox to indicate “I AGREE,” to the terms and conditions for accessing CITI Program materials.
5. Click the checkbox to indicate “I affirm that I am an affiliate of Stockton University.”
6. Select “Create a CITI Program Account” to proceed with creating your profile.
7. Complete the required fields. Fill your first and last name, email, and select “Continue.”
8. Create username and password. Create a security question and provide an answer you will remember. Select “Continue.”
9. Complete the required fields. Indicate Country and whether you would like CITI to contact you via email.
10. Select “Finalize Registration.”
11. Select “No,” for Continuing Education credits.
12. Complete all areas with an asterisk (\*). Select “Next.”

### Course Enrollment

13. After selecting “Next,” you will be brought to the course enrollment screen. Please note that all course enrollment questions are required to have responses before proceeding.
14. Question 1 – The Conflicts of Interest course and a Responsible Conduct of Research (RCR) course is required for **all parties involved in research**. Stockton affiliates enrolling in CITI are expected to select Option A AND at least ONE RCR course from Options B through G.
15. Question 2 – **Student learners** must select Option A and may consider Option B if interested in Protected Health Information (PHI; e.g., reviewing medical records). **Student researchers** must select Option C. **Student researchers** accessing PHI (e.g., reviewing medical records) in their research must select Option D. **Student researchers** who work in clinical settings or have interest in clinical trials should complete Option E. **Student researchers engaging in dissertation, thesis or distinction projects** should enroll in courses from Questions 3-6 below.
16. Question 3 – **Biomedical researchers** must select Options A, B, AND C.
17. Question 4 – **Clinical researchers** must select Option A.
18. Question 5 – All **SBE investigators** must select Options A and B. SBE researchers handling Protected Health Information (PHI) are required to select Option C.
19. Question 6 – All **animal researchers** must select Option A. Options B through M should be selected based on area of research. Option N is required for projects in IACUC pain categories D and E.
20. Question 7 – **Biosafety researchers** must select one option based on their area of research.
21. Question 8 – **IRB chairs and members** must select Options A, B, and C.
22. Question 9 – **IACUC chairs and members** must select one option based on their role.
23. Question 10 – **Biosafety chairs or members** must select one option based on their role.

24. Question 11 – **Administrators** associated with **IRB, IACUC, and/or Biosafety** must select Option A and Option B. **IACUC** administrator must also complete Option C.
25. Question 12 – **Institutional and Signatory Officials** must select Options A AND B, AND Option C OR D based on designated role.
26. Select “Submit.”

If you have any questions, concerns, or unanticipated issues, please contact your institution’s CITI administrator:

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