# Register For CITI Program At Sam Houston State University

**Scribe**

**1**   Navigate to **https://about.citiprogram.org/**

**2**   Click "Register"
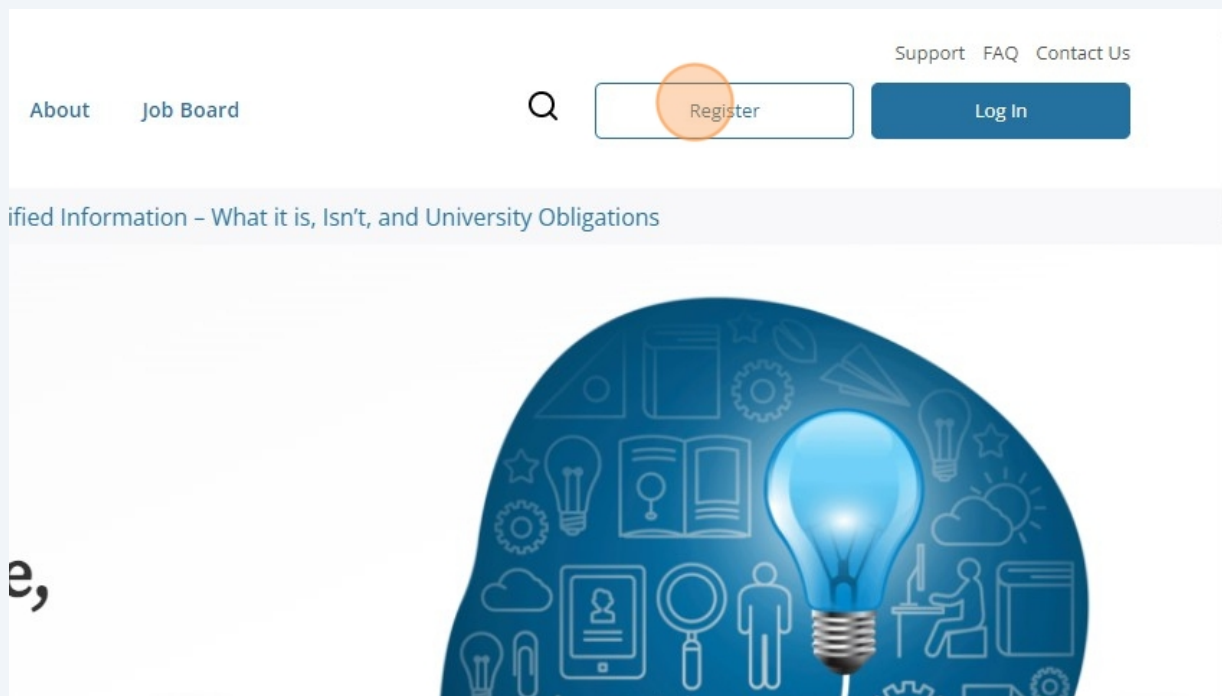
**3** Click "Select Your Organization Affiliation"

LOG IN          LOG IN THROUGH MY ORGANIZATION          REG

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation          Independent Lear

This option is for persons affiliated with a CITI Program
subscriber organization.

Use this option if you are paying f
for persons not affiliated with a CI
organization, or who require conte
does not provide. Fees apply. Crec
American Express, Discover, Mast
Checks are not accepted.

New to the CITI Program? Read the getting started guide or watch the getting sta

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**4** Click this text field.

Steps: **1** 2 3 4

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 provide

|

Return to Options

New to the CITI Program? Read the getting started guide or watch the getting starte

Need Help? Support Center

**5** Type "Sam H"

**6** Click "Sam Houston State University"

Steps: **1** 2 3 4

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

Sam h

Sam Houston State University

Return to Options

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Need Help? Support Center
Status Page

**7**  Click the "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." field.

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 ch

Sam Houston State University

Sam Houston State University only allows the use of a CITI Program username/passwol
username and password in step 2 of registration.

☐  I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program mate

Return to Options

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Need Help? Support Center

**8**  Click the "I affirm that I am an affiliate of Sam Houston State University." field.

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 ch

Sam Houston State University

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☑  I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program mate
☐  I affirm that I am an affiliate of Sam Houston State University.

Return to Options

New to the CITI Program? Read the getting started guide or watch the g

**9**   Click this button.

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 ch

Sam Houston State University

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☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program mate
☑ I affirm that I am an affiliate of Sam Houston State University.

**Create a CITI Program account**

Return to Options

**10**   Click the "* First Name" field. Complete **all** required fields. The primary email
address should be your formal SHSU email that includes your SHSU username.

CITI - Learner Registration - Sam Houston State University

Steps :  1  **2**  3   4

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

smiles1968

We urge you to provide a second email address, if you have one, in case messages are
access the first one. If you forget your username or password, you can recover that inf
address.

**11** Provide your personal email as secondary, because your account will follow you if you go to other academic institutions that use this program for all of their ethical training needs. Click the button labeled "Continue To Step 3."

We urge you to provide a second email address, if you have one, in case messages are access the first one. If you forget your username or password, you can recover that inf address.

Secondary email address | Verify secondary email address
sgmiles1968@gmail.com | sgmiles1968@gmail.com

**Continue To Step 3**

New to the CITI Program? Read the getting started guide or watch the g

Need Help? **Support Center**
**Status Page**

**12** Click this text field. This is where you will create a username and password specific to the CITI program.

**Create your Username and Password**

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitiv "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; "A "a12b34cd".

* Password | * Verify Password

**13** Click this dropdown. You must choose one of the security questions and provide an answer to that question. This is what will be used to help you recover your login credentials should you forget them.

sgf002

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A "a12b34cd".

\* Password                                    \* Verify Password

•••••••••                                      •••••••••

Please choose a security question and provide an answer that you will remember. **NOT** information, you will have to provide this answer to the security question in order t

\* Security Question

...                                                              ▾

\* Security Answer

**14** As an example, I chose my high school mascot for my security question/answer. Click the button labeled "Continue To Step 4."

\* Security Question

What was your high school mascot?          ▾

\* Security Answer

panther

**Continue To Step 4**

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**Status Page**

**15** Click the "* Password" field.

* User Name

smiles_irb

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A
"a12b34cd".

* Password

•••••••••|

* Verify Password

••••••••••

Please choose a security question and provide an answer that you will remember. NOT
information, you will have to provide this answer to the security question in order t

* Security Question

What was your high school mascot?     ▼

* Security Answer

**16** Click this button.

* Security Question

What was your high school mascot?     ▼

* Security Answer

panther

Continue To Step 4

New to the CITI Program? Read the getting started guide or watch the g

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**17** Ignore the "Connect your ORCID ID." Click the text field pertaining to Country of Residence. Type United States. Select No to the next question...unless you want the CITI program to contact you for evaluation surveys. Click the button labeled "Continue Registration."

United States

* May we contact you to provide information about other courses and servic Program coursework? 🌐

○ Yes
◉ No

**Continue Registration**

New to the CITI Program? Read the getting started guide or watch the g

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**18** Click No to the question pertaining to CE credits as SHSU does not participate in this part of the program. Click the button labeled "Submit.".

CE credits are used by licensed professionals in fields such as healthcare and education not related to the credit hours earned by students at academic institutions, and most st Learn more about CE credits.

**Are you a licensed professional who would like to earn CE credits?**

◉ No    ○ Yes

Submit

ⓘ Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

**19** Click this dropdown and select language preference.

ℹ️ Please provide the following information requested by Sam Houston State University.

Fields marked with an asterisk (*) are required.

**Language Preference**

...  ▾

**Institutional email address \***

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

**20** Click the "Institutional email address
\*

English  ▾

**Institutional email address \***

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

Enter a valid Institutional Email Address.

**Verify Institutional email address \***

Re-enter Institutional Email Address.

**Highest degree**

**21** Click the "Institutional email address
*

English

Institutional email address *

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

Enter a valid Institutional Email Address.

Verify Institutional email address *

Re-enter Institutional Email Address.

Highest degree

**22** Click this dropdown.

sgf002@shsu.edu

Verify Institutional email address *

sgf002@shsu.edu
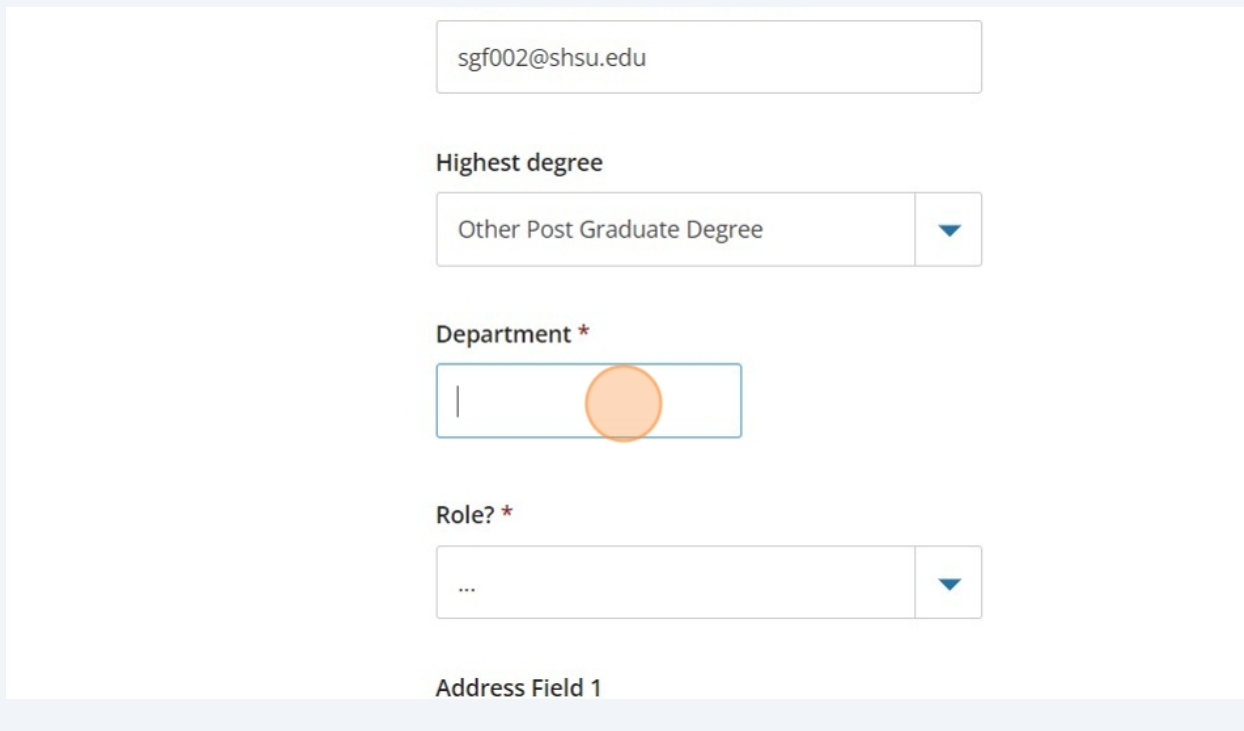
Highest degree

...

Department *

Role? *

**23** Click the "Department *" field.

sgf002@shsu.edu

**Highest degree**

Other Post Graduate Degree  ▼

**Department** *

|

**Role?** *

...  ▼

**Address Field 1**

---

**24** Click this dropdown.

Other Post Graduate Degree  ▾

**Department** *

ORSP

**Role?** *

...  ▼

**Address Field 1**

**Address Field 2**

**25** Click the button labeled "Next."

Phone

Next

**26** Click here to select Social-Behavioral-Educational Researchers.

## Question 3

### Human Subjects Research

Do you conduct studies that involve Human Subjects? Choose the course:

☐ Biomedical Researchers

☐ Social-Behavioral-Educational Researchers

☐ Criminal Justice

☐ IRB Members

☐ IRB Community Members

☐ Not at this time.

## Question 4

**27** Click the button labeled "Submit."

| | Advance Research Directives: Tools for Supporting People Who Making Capacity |
| --- | --- |
| | From Protocol to Manual of Procedures (MOP) |
| | Utilizing Outside Experts on the IRB |

Submit

SUPPORT
✉ support@citiprogram.org
☎ 888.529.5929
(M – F ; 9:00 a.m. – 7:00 p.m. ET)

LEGAL
Accessibility
Copyright
Privacy and Cookie Policy

**28** Click the button labeled "Start Now."

n Houston State University

Learner Tools

is Institution.

egin                                        Learner Tools

ucational Researchers

Start Now

**29**   Click here to agree to Terms of Service and their Privacy policy.

**Quiz Sharing:** I will not share CITI Program quiz questions o
website, via email, photocopying, or by any ot

**Recordkeeping:** I understand that CITI Program keeps accoun
including computer IP address, time spent in
number of quiz attempts, and quiz scores. Inc
inappropriate use will be investigated, and ma
organizations with which I am affiliated.

☐ I AGREE to the above, the Terms of Service, and the Privacy
in order to access CITI Program materials.

[Cancel]   [Submit]

**30**   Click the button labeled "Submit."

including computer IP address, time spent in each content area,
number of quiz attempts, and quiz scores. Indications of
inappropriate use will be investigated, and may be reported to
organizations with which I am affiliated.

☑ I AGREE to the above, the Terms of Service, and the Privacy and Cookie Policy
in order to access CITI Program materials.

[Cancel]   [Submit]

ORT                    LEGAL
port@citiprogram.org   Accessibility
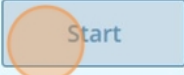.529.5929              Copyright
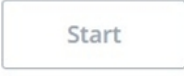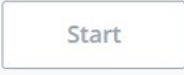                       Privacy and Cookie Policy

**31** Click the button labeled "Start." This course must be taken in the order the modules are listed.

**Strong Recommendation:** Do not sit through the entire course in one setting. Depending on when your completion report is due (e.g., for a course assignment) or when you need to complete the training for an IRB submission, you can opt to take one module per day. Once you complete a quiz, your work is saved until you return the next day to complete the next module.
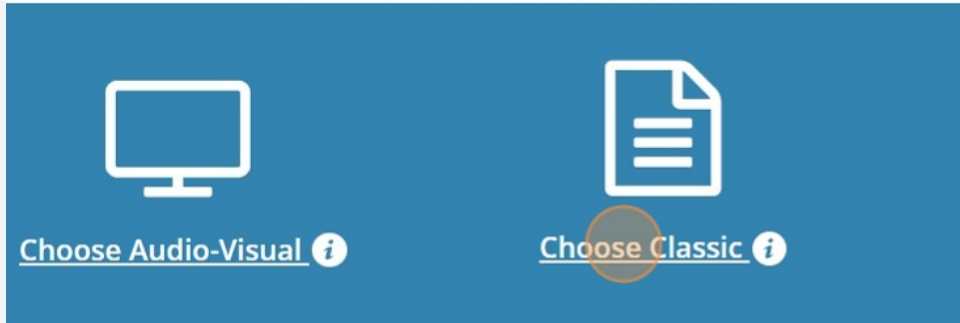
## Required Modules

| | Completed | Score | |
|---|---|---|---|
| | Incomplete | - | Start |
| BE (ID 491) | Incomplete | - | Start |
| | Incomplete | - | Start |
| | Incomplete | - | Start |

**32** Click "Choose Classic" [or you can click "Choose Audio-Visual" if you consider yourself a visual learner.
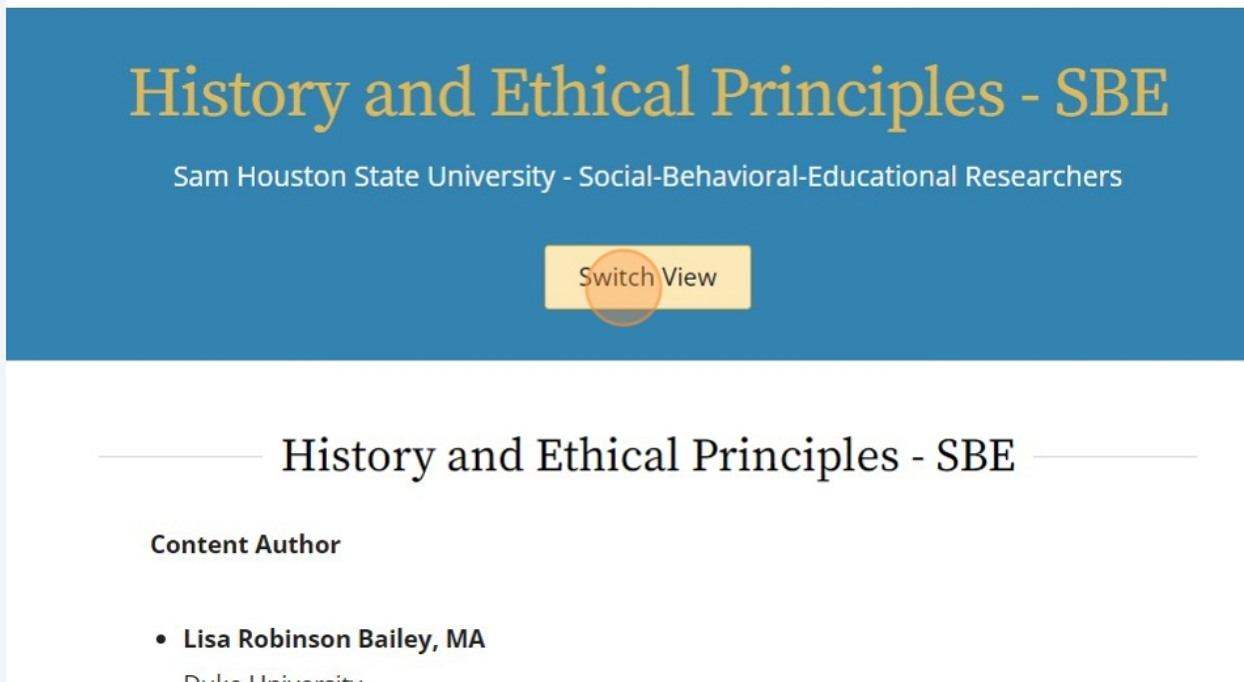
Available module formats:

Choose Audio-Visual 🛈

Choose Classic 🛈

Recommended browsers for Audio-Visual:
nt versions of Google Chrome, Microsoft Edge, Safari, or Firefox (Enable Autoplay)

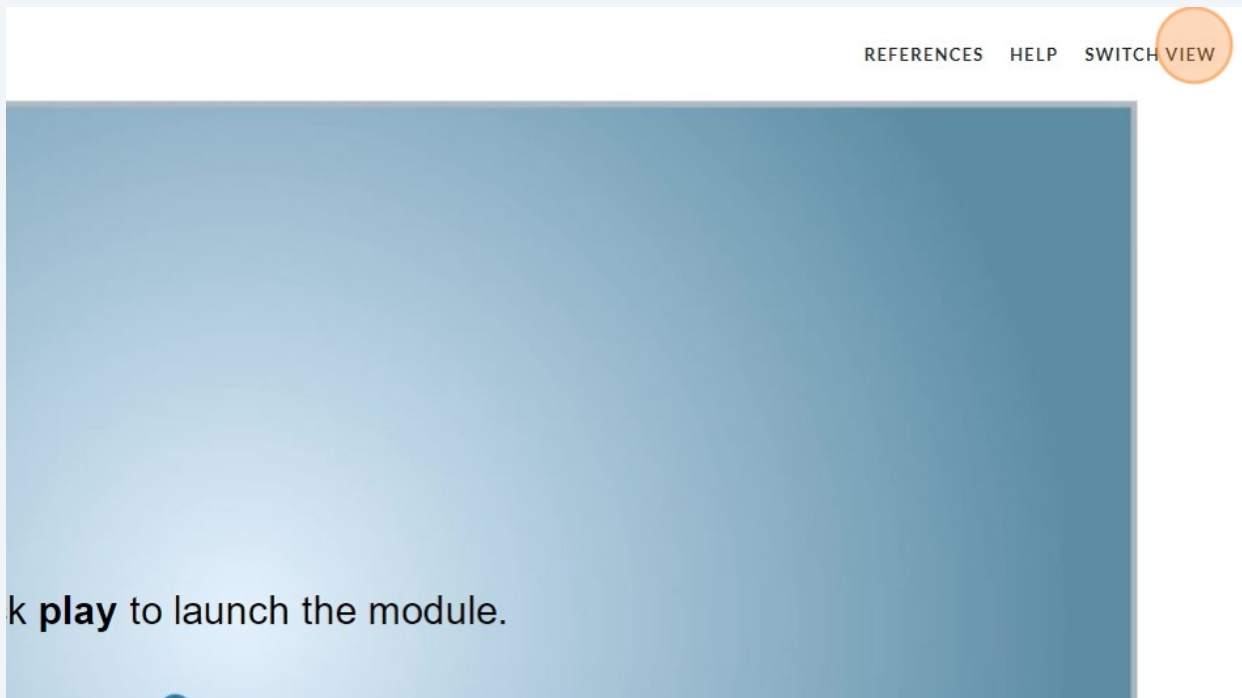; module has a quiz.

**33** Click "Switch View" - the next two screen captures demostrate how you are able to switch between the classis and audio-visual versions.

# History and Ethical Principles - SBE

Sam Houston State University - Social-Behavioral-Educational Researchers

Switch View

## History and Ethical Principles - SBE

**Content Author**

- **Lisa Robinson Bailey, MA**
  Duke University

**34** Click "SWITCH VIEW"

REFERENCES   HELP   SWITCH VIEW

k **play** to launch the module.

**35** Click "My Courses" - Taking this action navigates you back to the initial screen showing your institutional affiliations, which for purposes of this demo should be Sam Houston State University.

CITI PROGRAM

My Courses    My Records    My CEs    Support

History and Ethical Princi

Sam Houston State University - Social-Behavioral-Educa

Switch View

History and Ethical Principles

**36** Click "View Courses" to access your courses each time.

Institutional Courses

s are available to learners who have an affiliation with one or
stitutions. If an institution with which you are affiliated is not
: to add an affiliation. If you are no longer associated with a listed
want to remove an affiliation.

University      View Courses

filiate with another Institution?      Add Affiliation

move an existing affiliation?      Remove Affiliation