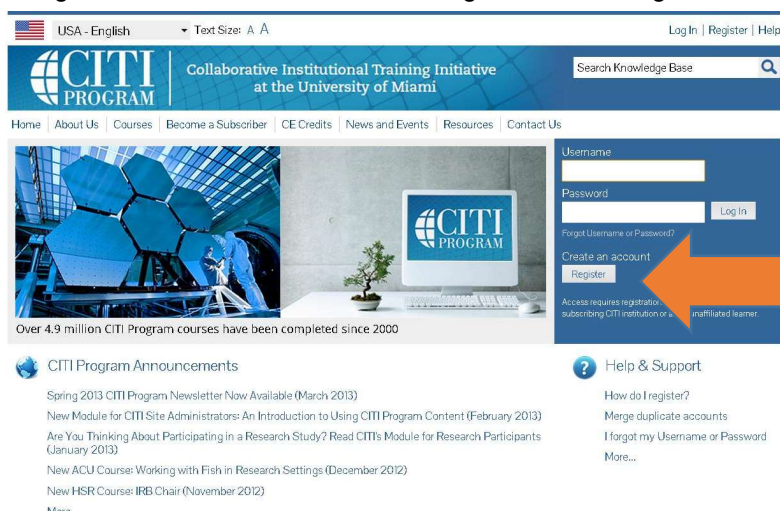


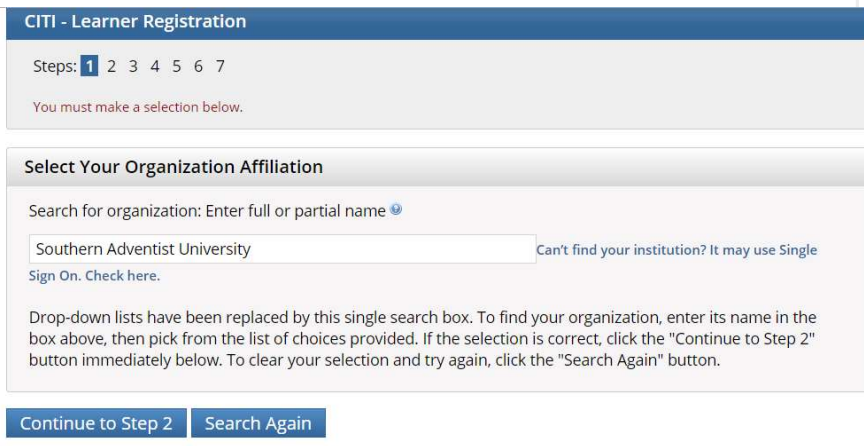
Go to [www.citiprogram.org](http://www.citiprogram.org) and click on the "Register" button located in the blue log in box to the right of the homepage.

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 institutional settings.



**Step 1** Choose a participating institution from the search box (Southern Adventist University)

After selecting your institution click Continue to Step 2.



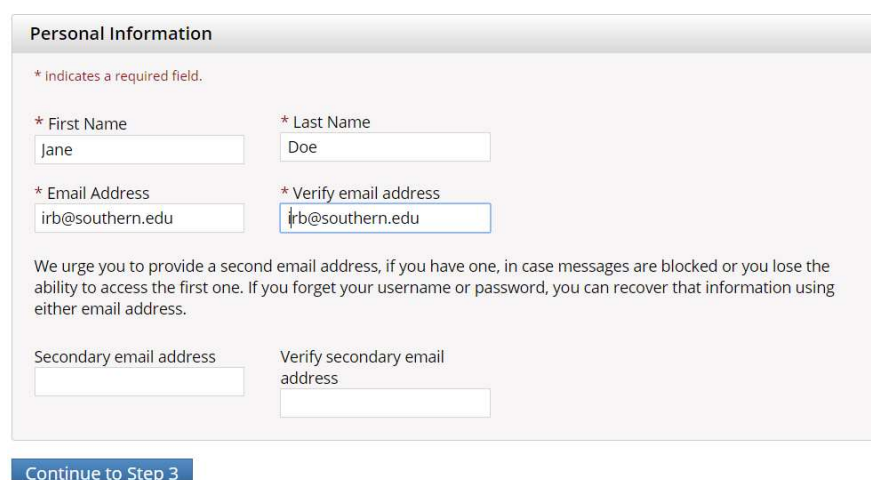
**Step 2** requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

Ensure you use an email address that you can access so you can complete the registration process by verifying the email.

**You can use any email address to register**

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.



**At Step 3** you will choose a username and password for your account. Please follow the on screen instructions

### 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** collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

### Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ  
Why does CITI Program use these categories? ⓘ  
Why does CITI Program ask about your gender? ⓘ

\* indicates a required field.

\* Your Gender Is:

☐ Male  
☐ Female  
☐ I would rather not disclose

\* Your Ethnicity Is: (You may choose only one)

☐ Hispanic or Latino ⓘ  
☐ Not Hispanic or Latino  
☐ I would rather not disclose

\* Your Race Is: (You may choose more than one)

☐ American Indian or Alaska Native ⓘ

**Step 5.** Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits **(Students Select no)**

This step is where you can also let us know your interest in participating in research surveys at a later date.

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 most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.

**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 is not available for this course. Credits and units will therefore not be available to you for purchase after you start your course. You must select "Yes" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

☐ No

**Step 6** is institutional specific.

Use your Southern Email

Highest Degree: Choose the degree you are closest to (i.e Associates for undergraduates) or that you have already earned.

Role in Research: Select Student Researcher- Undergraduate or Graduate.

\* Indicates a required field.

Language Preference  
English ▾

\* Institutional email address  
youremail@southern.edu

Gender  
▾

Highest degree  
Associate Degree ▾

Employee Number  
▬

\* Department  
▬

\* Role in research  
Co-Investigator ▾

The questions in **Step 7** enroll you in CITI Program courses. These questions are set up based on the institutional specific courses. Please read each question carefully to ensure you are enrolled in the correct course.

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

## 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. Click [here](#) to review the Southern Adventist University instructions page.

### \* Question 1

## Responsible Conduct of Research

Please make your selection below to enroll in the Responsible Conduct of Research course.

Choose one answer

- ☐ Humanities
- ☐ Physical Sciences
- ☐ Social, Behavioral, and Education (SBE) Sciences
- ☐ Not at this time.

After selecting your courses you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration.

**Your learner account registration is complete.**

You will now be able to access the Main Menu of your account.

Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Group.