The average completion time for this course is approximately 90 minutes total. As the saying goes, “your mileage may vary.”

In the interest of saving you time, please note that these instructions are for first-time applicants only. If you have taken CITI or another IACUC training course elsewhere, contact the ORC at 5-7975 before continuing.

After you register for the course, you can proceed through the individual lesson modules at your own pace, logging in and out, using different computers and browsers.

Most individual modules are followed by a brief multiple-choice test, usually no more than five questions that focus on the most important points of that section. The passing score is 80. If you score less, you’ll be able to retake the test immediately, though questions are randomized and you will likely not get the same complete set twice.

When you complete the course, a completion notice is automatically sent to the ORC. Your scores, detailed course completion records, and all other user data reside entirely on the secure CITI website. Other than your completion status for the entire course, nothing is printed out, shared or stored locally by the ORC.

Please note that the CITI course is a subscription service. While your course may contain some Texas State-specific information, the layout, user interface, and functionality of the site are not under the control of Texas State.

Now, for Step 1:

Go to http://www.citiprogram.org

(con’t)
Step 2: Click on ‘Register’ under Create an account or in upper right corner.

Note that after you’ve registered and each time you return to the CITI site, this will be where you log in.

Step 3: On the next page, answer the first question by clicking on the Participating Institutions pull-down menu and selecting Texas State-San Marcos. Complete the remaining questions and continue to the next section of the registration process.

(con’t)
Step 4: On the next page, enter your name and email address. Please enter your name accurately so we can verify your completion of the required training course(s).

Step 5: This section asks you to create your username and password. This is the information you will use to login and access your CITI account in the future.

Step 6: The information on the next page is CITI Program specific and it relates to gender, ethnicity and race.

(con’t)
Step 7: The next question is directed at medical professionals. You should choose “No” unless you know for sure otherwise.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

If you answer “yes”, you will be provided with information before you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information must be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering “yes” does not obligate you to purchase CEU credits for any course.

If you answer “no”, you will not see information about the CEU credits available for courses before you start them or after completing them, and you will be ineligible for CEU credit for these courses. You can change this preference at any time by clicking on a “CEU Information” link or using a “My Profile” link to update your Profile.

If you’re not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

If you answered “yes”, please check all the types of CEU credits that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- AMA/PRA Category 1 Credits
- Nurses (CNE Credits)
- Other
- Psychologists (CEP Credits)

Step 8: The next question asks you if you want to participate in a survey. Participating in the surveys is entirely voluntary, so answer however you choose.

* Can CITI Program contact you at a later date regarding participation in research surveys?

- Yes
- No
- Not sure. Ask me later

Step 9: The information on the next page is Texas State specific. **Only the questions with asterisks are mandatory.** Please provide accurate and complete answers for your Texas State email address and department, choose the role that best describes what you do, and continue to the next page.

Step 10: The next page contains general information about the different courses provided by CITI. Unless you are planning on registering for more than one type of course, you can at this time scroll down the page past this information until you get to the section heading **CITI Course Enrollment Questions.**

(con’t)
Step 11: Answer Question 1. Select the group in which you belong. **DO NOT** select “Institutional Review Board.” If you are a student, choose one of the two groups with “student” in the name. If you are a faculty member choose either “Biomedical Research Investigators and Key Personnel” or “Social and Behavioral Research.”

Please read the following instructions before continuing to Question 2.

Step 12: Question 2. Since you are a first-time registrant, it is important that on Question 2, **NO MATTER WHAT**, you choose the last answer, “I have not previously completed an approved Basic Course.”

This specific answer is critical because if you choose another, you will be placed in a refresher course which cannot be counted toward your training requirement if you are a first-time applicant. **If you have taken CITI or another IACUC training course elsewhere, contact Research Compliance before continuing.**

You’re almost finished registering. Just two (2) more questions.

(con’t)
Step 13. Question 3: Unless you work with one of the specific species listed, or will be conducting research on, or using animals at, the Freeman Ranch, the only checkmark you will make for this question is for the “Working with the IACUC Course.” Please note that the appearance of this question in the web course may vary from these instructions, as new and revised sections may be added over time.

If you will be working with one of the listed species, check the appropriate selection.

Step 14: Question 4: This question does not pertain to IACUC but you cannot leave it blank. Answer this question “Not at this time, thank you.”
Step 9: At this point you will be returned to the CITI main menu. Now that you’ve registered, this is the menu you will land on each time you enter and leave the course. There’s a lot of information on this page, but the most pertinent for you at this time is the “My Course” menu under the Texas State University-San Marcos section. The course is listed by learner group, so you won’t see “Working with the IACUC.” Click on the line “Investigators, Staff and Students” and you will be taken to the course.