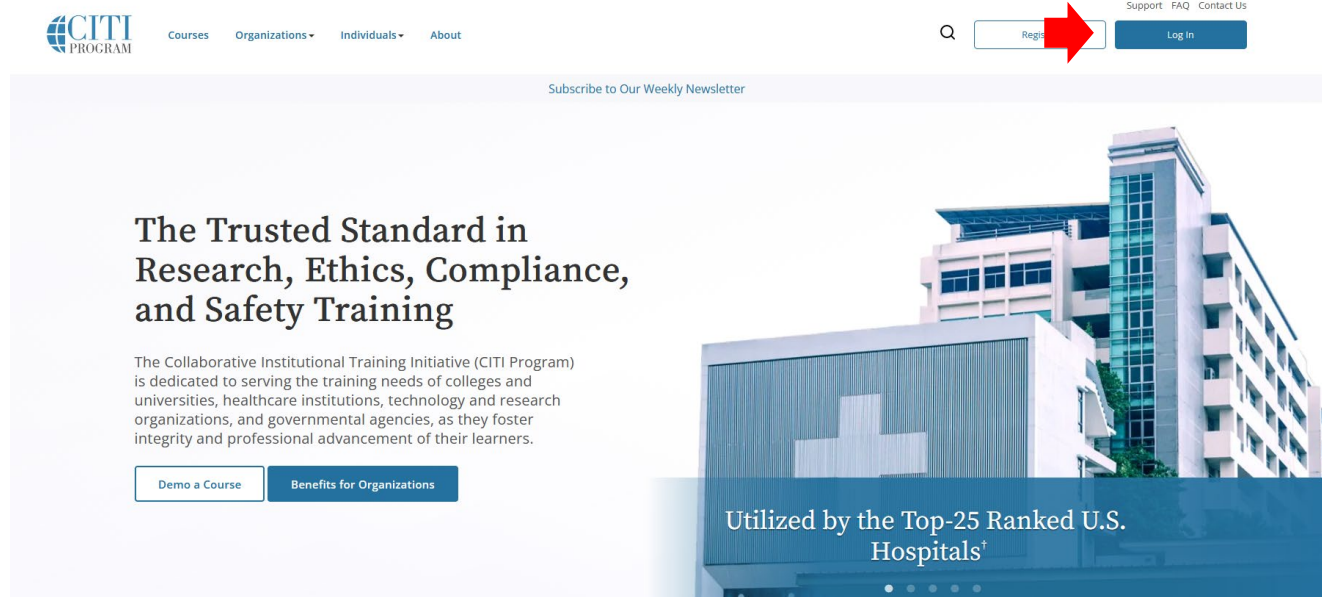


## [Creating a New CITI Program Account and Registering for Training \(if you are a new user\)](#)

This is a separate system from NSU so your NSU login will not work. When you register you will be asked to create your own login and password.

Navigate to the CITI website at <https://about.citiprogram.org>.



Click on the white 'Register' button at the top right of the screen.



**Note to Researchers:** There are no wrong answers, answer to the best of your ability. Responses to registration questions will not affect your ability to register for coursework within CITI.

### **Step 1: Select Your Organization Affiliation**

In the search bar, type in "Nova Southeastern University". Do not register as an Independent Learner.

CITI - Learner Registration

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 provided. ⓘ

or

Independent Learner Registration

Use this option if you are paying for your own access to CITI Program materials, are not affiliated with a CITI Program subscriber organization, or who require content that is not available through the CITI Program. Fees apply. Credit card payment with American Express, Discover, MasterCard and Visa are accepted.

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



Next check both boxes and click 'Create a CITI Program account' to continue.

CITI - Learner Registration

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 provided. ⓘ

Nova Southeastern University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

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

I affirm that I am an affiliate of Nova Southeastern University.

Create a CITI Program account

## Step 2: Personal Information

Enter the requested information. Note: Use an email address you plan to always maintain the ability to access. Do not use your NSU email as your primary email, however, you may use it as your secondary email. To continue, click 'Continue to Step 3'.

CITI - Learner Registration - Nova Southeastern University

Steps : 1 2 3 4

### 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

### Step 3: Create your Username and Password

Enter the requested information to create a username, password, and security question. To continue, click 'Continue to Step 4'.

CITI - Learner Registration - Nova Southeastern University

Steps: [1](#) [2](#) **[3](#)** [4](#)

#### 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: Finalize your Registration**


Enter your country of residence and answer question regarding future contact. To continue, click 'Finalize Registration'.

CITI - Learner Registration - Nova Southeastern University

Steps: [1](#) [2](#) [3](#) **4**

\* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 Connect your ORCID iD

\* 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.

\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

Yes

No

**Finalize Registration**

**Additional Steps:**

**Your CE Credit Status**

**IMPORTANT:** In order to take CITI free as an affiliate of NSU you MUST select “No” to this question. Otherwise, you will be charged for CEU credits. Select “No” and click ‘Submit’.

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**Your CE Credit Status**

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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 the “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE the CE designation statements, learning objectives, faculty disclosures, types, number and cost of credits available for your course.
- 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 grade book page.

Submit

**Question 1: Affiliate with an Institution Nova Southeastern University**

Provide the information requested by Nova Southeastern University. You only need to complete the ones marked by an asterisk (\*). This includes:

- Language Preference
- Institutional Email (use your NSU email address)
- Highest degree (earned degrees only)
- Department (the department you are conducting research with)
- Role (there is no wrong answer, select what best describes your role in research).
- Office Phone (list a personnel line, no not list NSU number unless Faculty or Staff)
- What is your Area of Research (There is no wrong answer, select the one you feel best describes your area of research.)

There are no wrong answers, answer to the best of your ability. Responses to registration questions will not affect your ability to register for coursework within CITI. To continue, click 'Next'.

**Question 2: What Area of research are you working?**

Select "Human Research (IRB Required Program)". If this is for IRB related purposes, you MUST select 'Human Research (IRB Required Program)'. All other selections will not meet the IRB Human Subjects Training requirement. To continue, click 'Next'.

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## Question 2

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What area of research are you working?

This question is required. Choose all that apply.

- Human Research (IRB Required Program)
- Lab Animal
- Responsible Conduct of Research Gradebook (RCR)
- CITI Good Clinical Practice (GCP)
- Conflicts of Interest
- Health Information Privacy and Security (HIPS)

---

Start Over

Next

**Question 3: Select the group appropriate to your research activities.**

NSU researchers\* have only two options for groups their research activities fall under. Regardless of research focus, researchers are required to complete the course assigned to their Center/College, no exceptions.

- Group 1: Biomedical (HPD) Researchers
- Group 2: Social-Behavioral-Educational (non-HPD) Researchers

\*All non-NSU affiliated researchers (co-investigators, research assistants, coordinators, etc.) can complete the NSU course for the Center/College with whom they are collaborating for free.

**IMPORTANT: Do not take Group 3, Group 4, and Group 5 . These groups are for specific users and the IRB Office will not accept them as proof of the required Human Subjects Training. If you submit anything other than Group 1 or Group 2, you will have to retake the CITI training.**

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## Question 3

---

Select the group appropriate to your research activities.

This question is required. Choose all that apply.

- Group 1: Biomedical (HPD) Researchers
- Group 2: Social-Behavioral-Educational (Non-HPD) Researchers
- Group 3: College Representatives & IRB Office Staff ONLY
- Group 4: Stem Cell Research Oversight
- Group 5: Investigator Non-Compliance

---

Start Over

Next

To complete registration, click 'Next'.



## Registration Complete

Your registration is now complete. Click 'Start Now' to access your training modules. There are 21 required modules to complete. You must achieve an average score of at least 80% on all quizzes associated with this course's module requirements.

✔ You are now enrolled in the course(s) you selected.

✔ Your registration has been completed successfully.

Show Courses for:

Nova Southeastern University ▼

Institution List

## Nova Southeastern University

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

Nova Southeastern University

Group 1: Biomedical (HPD) Researchers

Stage 1 - Basic Course

0 / 21 modules completed

Start Now