How to Establish a CITI Account and Password and Register for Training Courses

Office of Research & Sponsored Programs
THE UNIVERSITY OF TOLEDO
Create an Account & Register for Training Courses

- Proceed to the CITI website at www.citiprogram.org
- Left click on the “Register” button under Create an Account
Step One | Select Your Organization Affiliation

❖ Under Select Your Organization Affiliation type in “University of Toledo”
   DO NOT SELECT “Single Sign On”.

❖ Left click on the box to agree to the Terms of Service for accessing CITI.

❖ Left click on Continue to Step 2

❖ DO NOT SELECT “Independent Learner Registration”

❖ CITI will charge a non-refundable fee of $110.

❖ UT will not reimburse this fee back to you.
Step One | Select Your Organization Affiliation

- Under Select Your Organization Affiliation type in “University of Toledo”
  
  **DO NOT SELECT “Single Sign On”.**
  
  CITI will charge a non-refundable fee of $110. UT will not reimburse this.

- Left click on the box to agree to the Terms of Service for accessing CITI.

- Left click on Continue to Step 2
Step Two | Personal Information

- Enter the information requested in the fields on the screen.
- Double check spelling before continuing to the next screen.
- Left click on the 'Continue to Step 3' button.
Step Three | Create User Name & Password

- Create your user name (UTAD keeps it simple) and password
- Select one of the security questions and enter the answer.
- Left click on the *Continue to Step 4* button.
Step Four | Country of Residence

❖ Enter your Country of Residence as directed on the screen.
❖ Left click on the Continue to Step 5 button.
Step Five | CEU’s

If you are a medical or mental health professional, please go to the next page.

- Select “NO” if you are not going to utilize CEUs
- The last question provides the opportunity for you to participate in research surveys. If you would like to participate, select “YES”. If you would not like to participate, select “NO”.
- Left click on the Continue to Step 6 button.
Step Five | CEU’s

This is for medical and mental health professionals only

- This screen provides the opportunity for you to earn CEUs. **If you select this option, you are responsible for all necessary fees.**
- Select “YES” if you are going to utilize CEU’s *(Nurses/Physicians ONLY)*
- Select “NO” if you are not going to utilize CEUs
- If you select “YES”, please select the type of credit you would like to earn.
- The last question provides the opportunity for you to participate in research surveys. If you would like to participate, select “YES”. If you would not like to participate, select “NO”.
- Left click on the *Continue to Step 6* button.
Step Six | UT Requested Information

- Please completed the information required by The University of Toledo.

- Items with an asterisk (*) are required

- Left click on the Continue to Step 7 button.
Select “Responsible Conduct of Research (RCR)” & “Conflicts of Interest (COI)”
This does not include IRB training. If you are required to complete IRB training, please go to http://www.utoledo.edu/research/RC/HumanSubs/training.html.

Left click on the Next button.
Select the course that relates to the area of study/research.

Left click on the *Next* button.
Select the COI Basic Course if you have not taken this course previously. This training must be retaken every 4 years.

Select the COI Refresher Course if you have taken this course previously.

Left click on the Next button.
Step 10 | Finalize Registration

❖ Click on “Finalize Registration” and follow the directions.
❖ Congratulations - you are finished! You have established your account and selected your training courses.
What if I select the wrong course?

- Select Main Menu
- Select Remove a Course
- Select the course to be removed
- Left click on the Submit button.
What if I already have a CITI account?

- Log into CITI
- Select Main Menu
- Click on “Click here to affiliate with another institution”
- Under Search for organization. Enter “University of Toledo”
- Left click on the Next button.
- Follow the directions. Any courses previously taken, will transfer to the new affiliation.
What if I can’t remember my user name or password?

User Name
Call Marcie Ferguson at 419.530.1415 or email her at Marcie.Ferguson@utoledo.edu and request your user name. She will email you your user name at her earliest possible convenience.

Password
Research and Sponsored Programs does not have access to any passwords use in CITI.
Call Marcie Ferguson at 419.530.1415 or email her at Marcie.Ferguson@utoledo.edu and request your account password be reset. She will reset your password at her earliest possible convenience. You will receive an email from CITI with directions to establish a new password.