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”
Step One
Select Your Organization Affiliation

* Under Select Your Organization Affiliation type in “**University of Toledo**”.
* Left click on the box to agree to the Terms of Service for accessing CITI.
* Left click on the box to affirm that you are an affiliate of The University of Toledo.
* Left click on Continue to Create Your CITI Program Username/Password button

**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 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)
- Create and verify your 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

* 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.

| |

Continue To Step 5

* Enter your Country of Residence as directed on the screen.

* Left click on the Continue to Step 5 button.
Step Five
CEU’s
(Only for Medical or Mental Health Professionals)

* Select “YES” if you are eligible for CEU’s and are going to utilize them. **If you select YES, you are responsible for all fees** associated with obtaining CEU’s. UT will not cover these expenses.

* Select “NO” if you are not going to utilize CEUs.

* Select the type of credit you would like to earn.

* If you would like to participate in research surveys conducted by CITI, answer this question YES, otherwise select NO.

* Answer the marketing question NO.

* Left click on the Continue to Step 6 button.
Step Six

UT Required Information

Please complete the information required by The University of Toledo.

- Items with an asterisk (*) are required

- Left click on the Continue to Step 7 button.
Step Seven
Select Curriculum

- Select the appropriate training needed.
  - “Responsible Conduct of Research (RCR)”
  - “Conflicts of Interest (COI)”

- RCR is not IRB training. For IRB training, please go to the IRB training website at https://www.utoledo.edu/research/rsp/irb/training.html

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

**Only students who have completed the “On Being a Scientist” course in the College of Medicine and Life Sciences may select UT COMLS-On Being a Scientist RCR**

* Left click on the Next button.
Step Nine
COI Training Selection

Question 15

Please select below if you wish to complete the Conflict of Interest Basic or Refresher Courses.

* This question is required. Choose all that apply.

- [ ] COI Basic Course
- [ ] COI Refresher

* Select the COI BASIC Course if you have not taken this course previously. This training must be retaken every 8 years when the REFRESHER course expires.

* Select the COI REFRESHER Course if you have taken the COI BASIC and the course expired.

* Left click on the Next button.
Congratulations!
You have established your CITI account

- Congratulations - you are finished! You have established your account and selected your training courses.

- This account is yours to use throughout your career. If you change institutions, this training moves with you. Just change your affiliation and populate your training.
Frequently Asked Questions

Office of Research & Sponsored Programs
THE UNIVERSITY OF TOLEDO
What if I select the wrong course?

Slide 1

- Log into your account. You will see this screen.
- Select “View Courses” button
- Select “Remove a Course”
What if I select the wrong course?

- Select the course to be removed.
- Left slice the “Submit” button.

Be sure you are removing the correct course before selecting the “Submit” button. Once removed, any corresponding scores are also delete and cannot be retrieved. You will have to add the course and retake it.
What if I already have a CITI account?

Slide 1

- DO NOT establish a new account.
- Log into CITI
- Select “Add An Affiliation”

Enter “University of Toledo” in the box.
What if I already have a CITI account?

Slide 2

Agree to the Terms of Service for accessing CITI Program materials.

I affirm that I am an affiliate of University of Toledo.

Left click the “Continue” button.
What if I already have a CITI account?

Slide 3

- 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.
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

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.
For questions regarding your CITI account, training access or proof of training

UT - CITI ADMINISTRATOR

Marcie Ferguson, BBA
Special Projects Manager
Office of Research and Sponsored Program

Office: 419.530.1415
Email: marcie.ferguson@utoledo.edu

CITI SUPPORT

Support Group: 888.529.5929 | Monday-Friday 8:30 am - 7:30 pm ET