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

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CREATING AN ACCOUNT WITH CITI

• Proceed to the CITI Program website at www.citiprogram.org

• Left click on the “Register” button
STEP 1: ORGANIZATION AFFILIATION

- Under *Select Your Organization Affiliation* type in **University of Toledo** and hit the return key.
- Left click on the box to agree to the Terms of Service for accessing the CITI Program.
- Left click on the box to affirm that you are an affiliate of The University of Toledo.
- Left click on the *Continue to Create Your CITI Program Username/Password* button.
- **DO NOT SELECT “Independent Learner Registration”**
  - CITI will charge a **non-refundable** fee of $110.
  - UToledo will not reimburse this fee back to you.
STEP 2: 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 3: CREATE USER NAME & PASSWORD

- Create your user name
  (Using your 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 4: COUNTRY OF RESIDENCE

- Select your Country of Residence (This can be the full or partial name or your country’s two/three character abbreviation)
- Answer the two survey questions
- Left click on the Continue to Step 5 button
**STEP 5: CEU’S**  
Only for Medical or Mental Health Professionals

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### CITI - Learner Registration - University of Toledo

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

* indicates a required field.

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

- **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.

- **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.

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If you picked "YES", please check below the one type of credit you would like to earn

- MDL DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

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Select “YES” if you are eligible for CEUs and are going to utilize them. **If you select YES, you are responsible for all fees associated with obtaining CEUs. UToledo 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 answered “YES”

Left click on the **Continue to Step 6 button**
STEP 6: UTOLEDO REQUIRED INFORMATION

- Please complete the information required by The University of Toledo
- Institutional Email Address (*UToledo Email*)
- Rocket ID #: R######### (make sure you include the R)
- Department
- Role in Research (Select from Drop Down)

Left click on the Continue to Step 7 button
STEP 7: SELECT CURRICULUM

- Select the appropriate training needed
  - Responsible Conduct of Research (RCR)
  - Conflicts of Interest (COI)
- **RCR training is NOT IRB training**
  IRB Training is the 1st option
- When taking training that has a BASIC and a REFRESHER option, take the BASIC if you have never taken the course previously
  - **What’s the difference?**
    - BASIC = Complete Course
    - REFRESHER = Updates the BASIC course but is not a complete course.
- Left click on the Next button
• Select the course that relates to your area of study or research.
  • Students participating in the “On Being A Scientist Course” in COMLS must complete the Biomedical Sciences RCR as a part of their coursework.
• Left click on the Next button
• If you are looking for IRB training, this is not the correct course. Return to the course selection screen and click on the 1st option – Yes, I conduct research with live human beings, human samples or with data derived from human beings.
COI TRAINING SELECTION

• Select the COI BASIC Course if you have not taken this course previously at UToldeo. 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 within the past 4 years and the course has expired.
  • If you take the COI REFRESHER course when you should have taken the COI BASIC, you will be asked to complete the correct course.

• Left click on the Next button
CONGRATULATIONS

• Congratulations – you are finished! You have established your account and selected your training course.

• 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. Then complete any modules required by your current institution.
FREQUENTLY ASKED QUESTIONS

Office of Research and Sponsored Programs
WHAT IF I SELECTED THE WRONG COURSE?

• Log into your CITI account. You will see this screen.
• Left click the View Courses button
• At the bottom of the screen you will see a box titled Learner Tools for University of Toledo. In that box, left click on “Remove a Course”
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- Select the course or courses you would like to remove.
- Left click on the Submit button. The course is now removed from your account.
  - Once removed, any scores for the course are also deleted and cannot be retrieved.
WHAT IF I ALREADY HAVE A CITI ACCOUNT?

• Log into your CITI account. You will see this screen.
• Left click the Add Affiliation button

Enter University of Toledo in the box
• Agree to the Terms of Service
• Affirm that you are an affiliate with UToldeo
• Left click on the Continue button
WHAT IF I ALREADY HAVE A CITI ACCOUNT?

- Please complete the information required by The University of Toledo
- Update your Institutional Email Address to your UToledo email
- Rocket ID #: R####### (make sure you include the R)
- Department
- Role in Research (Select from Drop Down)

Left click on the Continue to Step 7 button
WHAT IF I NEED TO ADD A COURSE?

• Log into your CITI account. You will see this screen.
• Left click the View Courses button
• At the bottom of the screen you will see a box titled Learner Tools for University of Toledo. In that box, left click on “Add a Course”

• Select the course(s) you wish to add to your account.
• Left Click on the Next button
• Select “Basic Course” if this is your first time taking this course or “Refresher Course” if you have already completed and passed the Basic Course.
• Left Click on the Next button
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 respond to your request at her earliest 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 convenience. You will receive an email from CITI with directions to establish a new password.
FOR QUESTION REGARDING YOUR CITI ACCOUNT, TRAINING ACCESS OR PROOF OF TRAINING.

UTOLEDO – CITI ADMINISTRATION

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CITI SUPPORT

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