Step-by-step guideline to CITI training course (for WKU IRB Applicant)
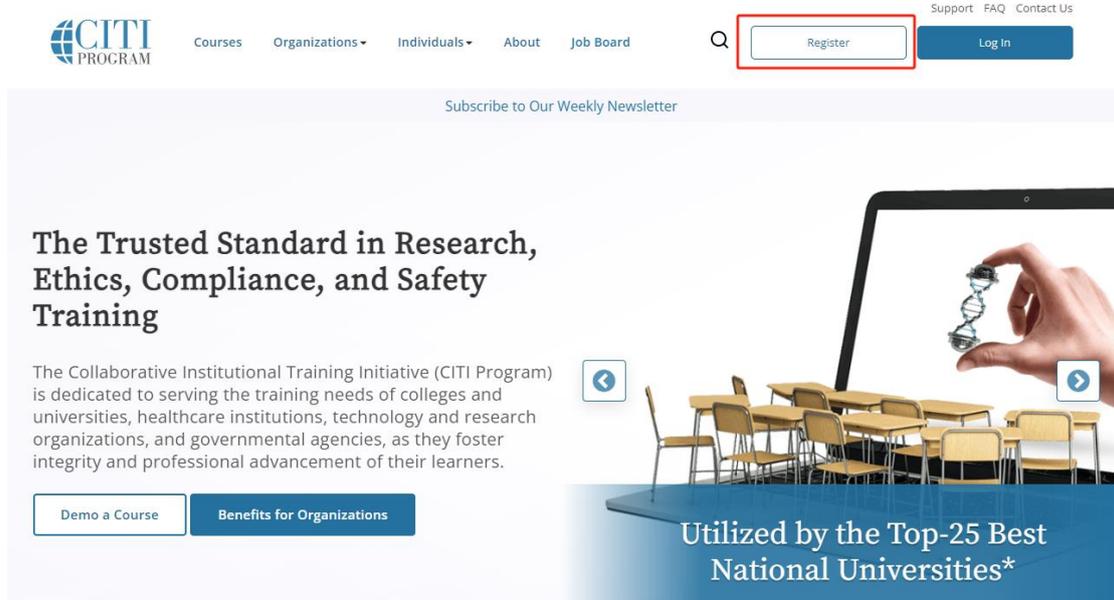
1. Go to the official website of CITI Program:
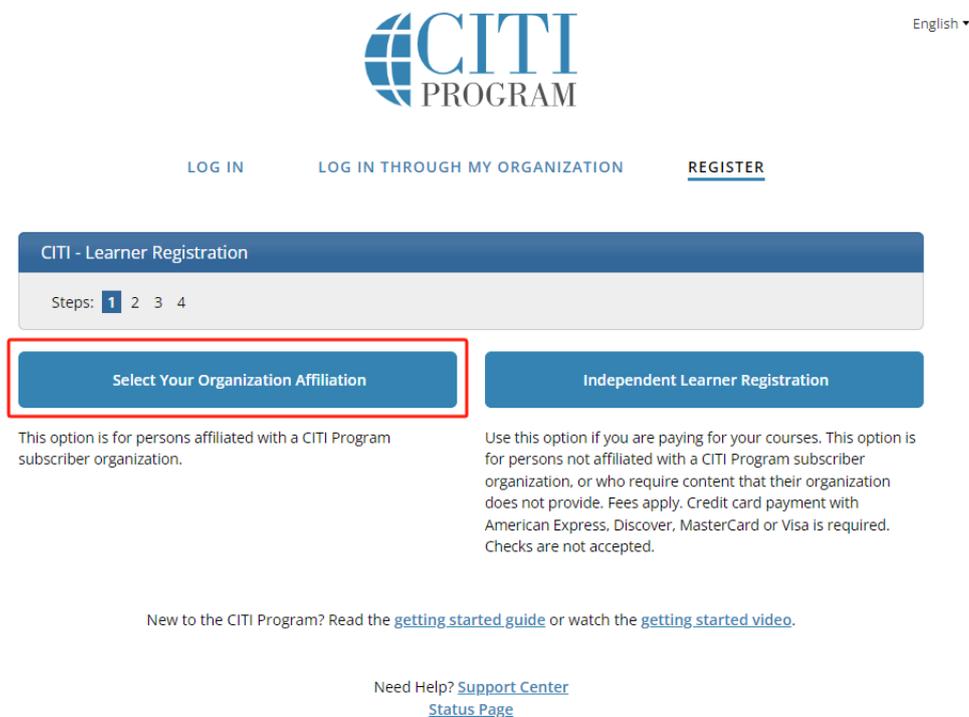
https://about.citiprogram.org/

2. Click the "Register" button on the top:

3. For WKU IRB applicant, please choose "Select Your Organization Affiliation":

4. Search "Kean University" in the box and tick both options:

English ▾

LOG IN　　　LOG IN THROUGH MY ORGANIZATION　　　**REGISTER**

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. ❓

Kean University

Kean 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 Kean University.

Create a CITI Program account

Return to Options

5. Input your information – please use Kean's email address:

CITI - Learner Registration - Kean 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

6. Input your credentials as instructed:

CITI - Learner Registration - Kean 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

7. After successful registration, log in and click "View Courses":

Welcome,
Add Institutional Affiliation
Purchase Independent Learner Courses

Courses Completed

Years of Membership

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to add an affiliation. If you are no longer associated with a listed institution, you may want to remove an affiliation.

Kean University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

8. Scroll down the page and click "Add a Course":

Learner Tools for Kean University
- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

SUPPORT
888.529.5929
9:00 a.m. – 7:00 p.m. ET
Monday – Friday
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Statement of Security Practices
Anti-Discrimination Policy
Terms of Service

CITI
PROGRAM

9. Tick the appropriate option for each question, based on your role in your research and your research content. If the description of some questions doesn't fit your situation, please skip those questions.

Select Curriculum
Kean University

View instructions page.

Question 1

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

☐ Science
☐ Humanities, Social Sciences, Education, and Arts
☐ Administrators
☐ Students
☐ Conflicts of Interest (COI)

Question 2

Human Subjects Research

Please make your selection below

○ Nursing Grad. Students
○ Students conducting no more than minimal risk research

10. After click the "Submit" button at the page bottom, you will have access to the CITI training courses.

11. Complete the CITI training courses and obtain your CITI training certificates.

*This guideline was finalized by Wenzhou-Kean University Office of Research and Sponsored Programs (Office of Government and Community Outreach) on Feb 22, 2024.