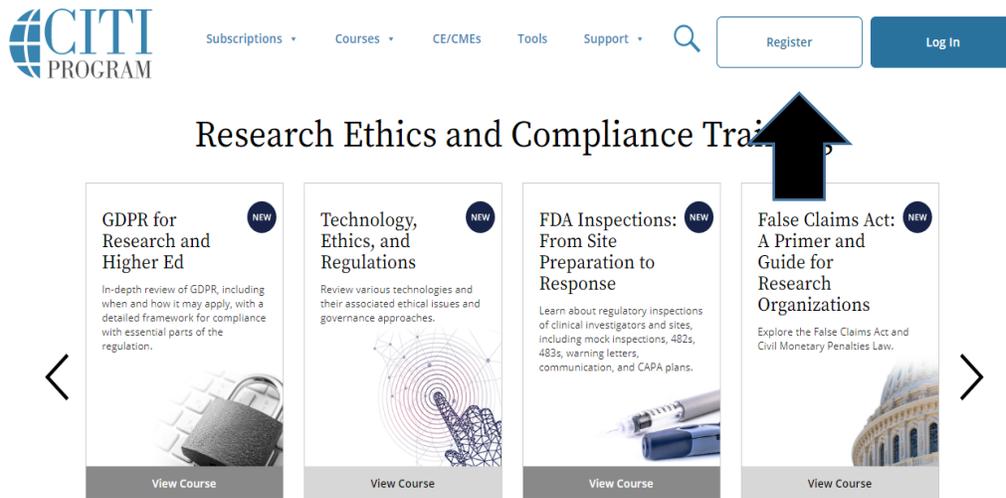


1. At www.citiprogram.org, click the Register button.



2. In the space for “Select Your Organization Affiliation,” begin typing West Texas A&M University. It will auto-populate. Click that choice. Check the “agree” box and the “affirm” box, then continue. **DO NOT** register as an independent learner.

The image shows a registration form titled 'Select Your Organization Affiliation'. It includes a red warning message: '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.' Below this is a search box containing 'West Texas A&M University', with a black arrow pointing to it. Underneath the search box is a note: 'West Texas A&M 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.' There are two checked checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of West Texas A&M University.' At the bottom is a blue button labeled 'Continue To Create Your CITI Program Username/Password'.

3. Fill out the required information and click Continue to Step 3.

CITI - Learner Registration - West Texas A&M University

Steps: 1 2 3 4 5 6 7

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](#)

4. Create your username and password, then choose a security question. Continue to step 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

5. Begin typing United States and it will auto-populate. Click on the correct country. Provide an answer to the question at the bottom based on your preference. Continue to Step 5.

* 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.

United States

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

Yes

No

Continue To Step 5

6. Indicate whether you would like to earn Continuing Education Credit. (This is your choice and is not free.)
Continue to Step 6.

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

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 many CITI courses – with that availability indicated on course and module listings. 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 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.

Yes

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.

No

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

- MDs, 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

Continue To Step 6

8. Provide all required information (marked with an asterisk). If you do not have an Institutional email address, any email address will do. Fill out your Department name (e.g., LEES, AG, etc.)

Language Preference

* Institutional Email Address
If available, please use an email address issued by West Texas A&M University, rather than a personal one like @gmail, @hotmail, etc. This will help West Texas A&M University officials identify your learning records in reports.

Enter a valid Institutional Email Address. 

* Verify Institutional Email Address

Re-enter Institutional Email Address. 

Gender

Highest Degree

Employee Number

* Department
 

8a. For your role in research, choose PI or CI, as necessary. Continue to step 7.

- Clinical Researcher
- Co-Investigator 
- Compliance Officer
- Data manager
- IACUC Administrator
- IACUC Chair
- IACUC Member
- Institutional Official
- Interviewer
- IRB administrator
- IRB Chair
- IRB Member
- Lab. Research Staff
- Pharmacist
- Principal Investigator 
- Recruiter
- Research Administrator
- Research Assistant
- Research Fellow - Post Graduate

9. On Question 1, for Human Subjects research, choose either Biomedical Research Investigators or Social Behavioral Educational Investigators—whichever fits your need.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social-Behavioral-Educational Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Students in Coursework
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

9a. On Question 2, answer “Not at this time.”

* Question 2

Would you like to take the IRB Chair course?

Choose one answer

- Yes
- Not at this time.

9b. Questions 3 and 4 may be left blank.

9c. On Question 5, choose the Responsible Conduct of Research. You will choose this regardless of the research you are doing.

* Question 5

Responsible Conduct of Research

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

Choose one answer

- Responsible Conduct of Research
- Not at this time.

9d. Questions 6 and 7 may be left blank.

9e. On Question 8, choose "Not at this time."

* Question 8

West Texas A & M Nursing students

Choose one answer

West Texas A & M Nursing Course

Not at this time.



9f. Leave question 9 blank.

9g. On Question 10, answer "Not at this time."

* Question 10

Human Performance Research Laboratory (HPRL)

Choose one answer

Human Performance Research Laboratory (HPRL)

Not at this time.



9h. All other questions may be left blank. Click Complete Registration.

[Complete Registration](#)

10. Complete the courses you signed up for. AR-EHS will be notified the next morning upon completion.