Go to https://www.citiprogram.org.

If you do not yet have an account, click “Register”.

If you have an account, click “Log in”, then enter your username and password. Forgot your username or password? Click “Forgot?” or email us at irb@oregonstate.edu.

Signed up for the wrong training? Login and refer to page 9.

Created account at another institution? Login and refer to page 19.

Updating your email address? Login and refer to page 20.
Enter “Oregon State University” in the search for organization box. You can select this option even if you are not affiliated with OSU. Then click Continue to Step 2.
Enter your first and last name, and provide your **OSU email address**. If you are not affiliated with OSU, you can use another address. The secondary email address can be a personal address.

Then click “Continue to Step 3.”
Create a username, password, and security question and answer.

Then click “Continue to Step 4.”
Enter Country of Residence.

Then click “Continue to Step 5.”
If you are only completing the CITI training to satisfy OSU IRB requirements, select “No”.

If you choose to receive Continuing Education Unit credit, this may result in fees. You should select the type of credit if selecting “Yes”.

Indicate whether you give CITI permission to be contacted for participation in research.

Then click “Continue to Step 6.”
Complete the required fields, designated with the asterisk (*). Any other field is optional.

Enter your oregonstate.edu email address.
Then click “Continue to Step 7.”
Choose Human Subjects Protection Group 1 or Group 2.
If you will conduct FDA-regulated studies of drugs or devices, choose Group 5 (Drugs & Biologics) **AND/OR** Group 6 (Devices)

Select “Not at this time” for Institutional/Signatory Officials.

If you conduct research with animals, you may select a course at this time. If you do not, or you do not need to take the training at this time, select “Not at this time”.
If you will take the animal research training, choose options that apply to you. If you are not taking animal research training, skip question 4.

Responsibility Conduct of Research training is not required by the IRB. You may select “Not at this time”.

Question 4
Vertebrate Animal Research Optional Courses
Please make any additional course selections below.
Choose all that apply
- Administration & Institutional Officials
- IACUC Community Member
- Post-Proceedure Care of Mice and Rats in Research: Minimizing Pain and Distress
- Post-Approval Monitoring (PAM)
- I work with mice
- I work with rats
- I work with frogs, toads or other amphibians
- I work with hamsters
- I work with gerbils
- I work with guinea pigs
- I work with ferrets
- I work with rabbits
- I work with dogs
- I work with cats
- I work with swine
- I work with horses
- I work with reptiles
- I work with fish
- I work with Zebrafish
- I work with non-human primates
- I work with Castle
- I work with Sheep & Goats
- Wildlife Research
- IACUC Member Refresher Case Studies

Question 5
Responsible Conduct of Research
Select the discipline most appropriate to your research activities.
If you need to take the conflict of interest course, you may select “Yes” at this time. This is not required by the IRB.

Then click “Complete registration.”
Click “Finalize registration”.
To complete the training, click on the name of the course.
In order to complete the training, you will need to complete all required modules and three elective modules with an average score of at least 80%.

To proceed, click “Complete the Integrity Assurance Statement before beginning the course.”
After reading the assurance, if you agree, click the check box to demonstrate that you agree, then click “Submit”.
The first required module will then be available to be completed. Click the name of the module to begin. All elective modules will also be available.

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Belmont Report and CITI Course Introduction (ID: 1127)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>History and Ethical Principles - SBE (ID: 490)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Defining Research with Human Subjects - SBE (ID: 491)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>The Federal Regulations - SBE (ID: 502)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Assessing Risk - SBE (ID: 503)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Informed Consent - SBE (ID: 504)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Privacy and Confidentiality - SBE (ID: 505)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Internet-Based Research - SBE (ID: 510)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>
If you already have an account, but you have not signed up for the training:

Under “Oregon State University Courses” select “Add a Course”. Then follow the steps outlined on pages 9-17.
If you created an account while affiliated with another institution, select “Click here to affiliate with another institution.” Then follow the instructions on pages 2-17.
If you need to update your email address, click “Update Institution Profile” and enter your new institutional email address, then click “Update Profile.”