

CITI Course Registration (www.citiprogram.org)

CITI Welcome page

New user – Click **register here**

Complete Registration page (Steps 1-4)

1. Select **Saint Mary's Health Care** from the drop down list of participating institutions.
2. Create a username and password.

Username: _____

Password: _____

3. Enter your first and last name.
4. Enter your email address. (*note: you do not need to enter a secondary address*)

Saint Mary's Health Care requirements page (note: the only fields you need to fill out are the seven listed below)

*Language Preference

*Institutional Email Address (*any email address will do*)

*Gender

*Highest degree obtained

*Role in Research (*make your best guess, any answer will do*)

*Office phone

*Which course do you plan to take (*choose basic human subjects-biomedical*)

*Survey completion question

Click **submit**

Curriculum Selection page:

1. Basic Course - Select **Biomedical Research**
2. Refresher Course - Select **I have not completed the Basic Course**
3. Select - **No Thank You**
4. Select - **No Thank You**

Click **submit**



The next page gives you opportunity to register with another institution.

Click **NO** at the bottom of the page

Main Menu

In the Saint Mary's Health Care Section you should see the following:

You have enrolled for the following courses:

 My Courses	Status	Completion Reports	 Voluntary Satisfaction Survey
<i>Biomedical Research - Human Research</i>	Not Started - Enter	Not Earned	Not Available

1. Click the red **'Enter' link** - This will take you to the Human Research Gradebook page.
2. Click the red **'The Integrity Assurance Statement'** – Scroll down to the bottom of the page and select the first choice and click submit.
3. Click **'Belmont Report and CITI Introduction'** and begin looking over the material.