

CITI PROGRAM NEW LEARNER ACCOUNT REGISTRATION

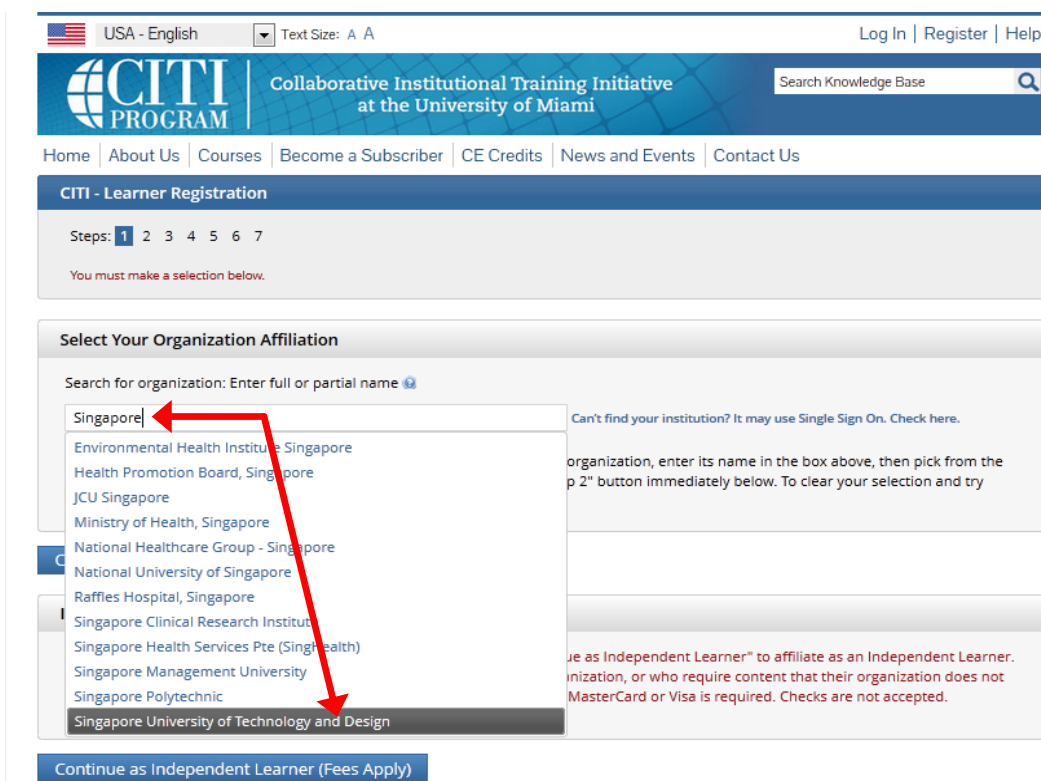
Go to www.citiprogram.org and click on the "Register" button located in the blue log in box to the right of the homepage.



The screenshot shows the CITI Program website homepage. At the top right, there are links for "Log In" and "Register", with the "Register" link circled in red. Below the navigation bar is a search bar for the "Knowledge Base". The main content area features a large image of a scientist in a lab coat and safety glasses working in a laboratory. To the right of the image is a login and registration section with fields for "Username" and "Password", a "Log In" button, and a "Register" button under the "Create an account" heading. Below the main content area are sections for "CITI Program Announcements" and "Help & Support". At the bottom, there is a footer with links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course.

Step 1 Type “Singapore” and select Singapore University of Technology and Design from the search box.



USA - English | Text Size: A A | Log In | Register | Help

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

Singapore

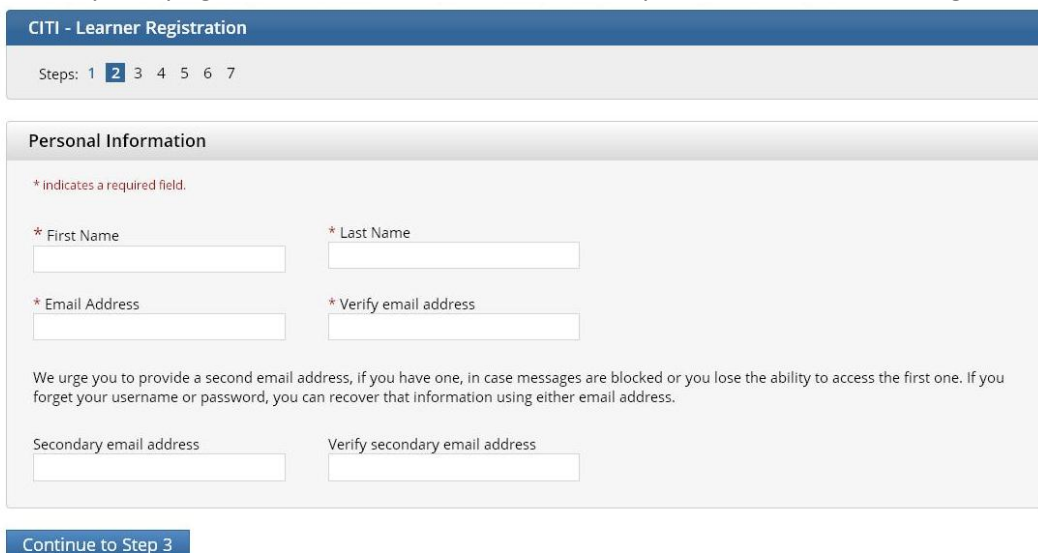
- Environmental Health Institute Singapore
- Health Promotion Board, Singapore
- JCU Singapore
- Ministry of Health, Singapore
- National Healthcare Group - Singapore
- National University of Singapore
- Raffles Hospital, Singapore
- Singapore Clinical Research Institute
- Singapore Health Services Pte (Singapore Health)
- Singapore Management University
- Singapore Polytechnic
- Singapore University of Technology and Design

Can't find your institution? It may use Single Sign On. Check here.

organization, enter its name in the box above, then pick from the "p 2" button immediately below. To clear your selection and try

Continue as Independent Learner (Fees Apply)

Step 2 requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course. Ensure you use an email address that you can access so you can complete the registration process by verifying the email. [It is recommended that you use SUTD email for registration.]



CITI - Learner Registration

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

While not require, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

At Step 3 you will chose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.

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CITI - Learner Registration - Singapore University of Technology and Design

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

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

Step 4 collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

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CITI - Learner Registration - Singapore University of Technology and Design

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ

* indicates a required field.

*** I identify my Gender as:**

- Female
- Male
- Transgender or Other
- Prefer not to answer

*** I identify my Ethnicity as:**

- Hispanic or Latino ⓘ
- Not Hispanic or Latino
- Prefer not to answer

*** I identify my Race as: (you may select more than one)**

- American Indian or Alaska Native ⓘ
- Black or African American ⓘ
- Asian ⓘ
- Native Hawaiian or Other Pacific Islander ⓘ
- White ⓘ
- Prefer not to answer

[Continue to Step 5](#)

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Please select **'NO'** for the selection for Continuing Education credits during **Step 5**.

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CITI - Learner Registration - Singapore University of Technology and Design

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

* indicates a required field.

*** 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 most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.

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 grad 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
 Nurses – ANCC CNE
 Other Participants – Certificates of Participation
 Psychologists – APA Credits
 Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

*** Can CITI Program contact you at a later date regarding participation in research surveys?**

Yes
 No
 Not sure. Ask me later

[Continue to Step 6](#)

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Step 6 is institutional specific. You may skip the Employee Number, but you must fill in the Department (e.g. EPD, LKYCIC etc.) You should state your role in research, such as: PI, CO-I, RA or Post Graduate.

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CITI - Learner Registration - Singapore University of Technology and Design

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

Please provide the following information requested by Singapore University of Technology and Design

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

* Role in research

- Research Assistant
- 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**
- Research Integrity Officer

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue to Step 7](#)


The questions in **Step 7** enrol you in CITI Program courses. Please ensure you select:

Question 1 Human Subject Research: Social & Behavioural Research Investigators: Chose this group to satisfy CITI training requirements for Investigators and staff involved primary in Social and Behavioural research with human subjects.

[OPTIONAL] Question 4 Responsible Conduct of Research


[OPTIONAL] Question 6 Conflict of Interest Course

* You **MUST** complete the **Social & Behavioural Research** Course. While not require, we do encourage you to take the Responsible Conduct of Research Course as well as the Conflict of Interest Course.


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CITI - Learner Registration - Singapore University of Technology and Design

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

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click [here](#) to review the Singapore University of Technology and Design instructions page.

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 Research 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 conducting no more than minimal risk research
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

Question 2

Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

Choose all that apply

- Health Information Privacy and Security (HIPS) Course - Information for Clinicians
- Health Information Privacy and Security (HIPS) Course - Information for Investigators
- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Health Information Privacy and Security (HIPS) Course - Information for Fundraisers
- Health Information Privacy and Security (HIPS) Course - Information for Marketers

* Question 3

Good Clinical Practice course

Please select the Good Clinical Practice course that you will like to review.

Choose all that apply

- Good Clinical Practice Course, US FDA Focus
- Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).
- Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)

Question 4

Responsible Conduct of Research

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

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

Optional

Question 5

Laboratory Animal Research

* Question 6

Conflicts of Interest course

Would you like to take the Conflicts of Interest course?

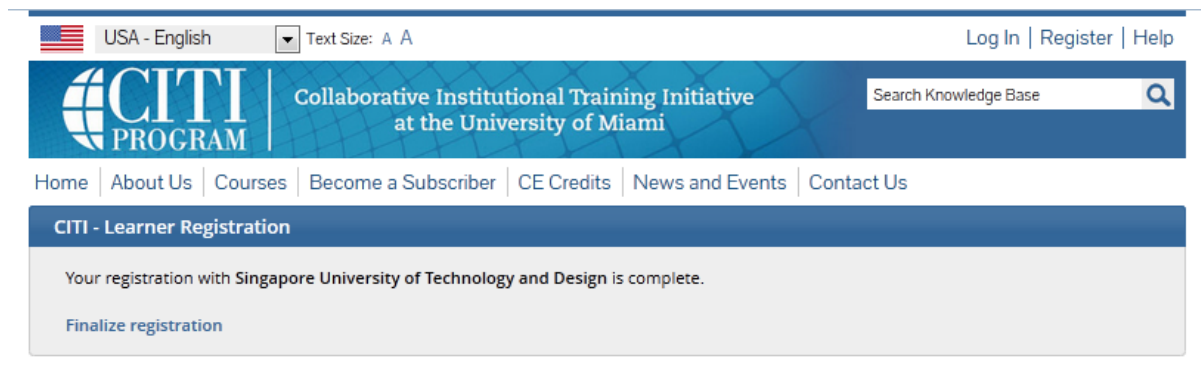
Choose one answer

- Yes
- No

Optional

[Complete Registration](#)

After selecting your courses you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration.



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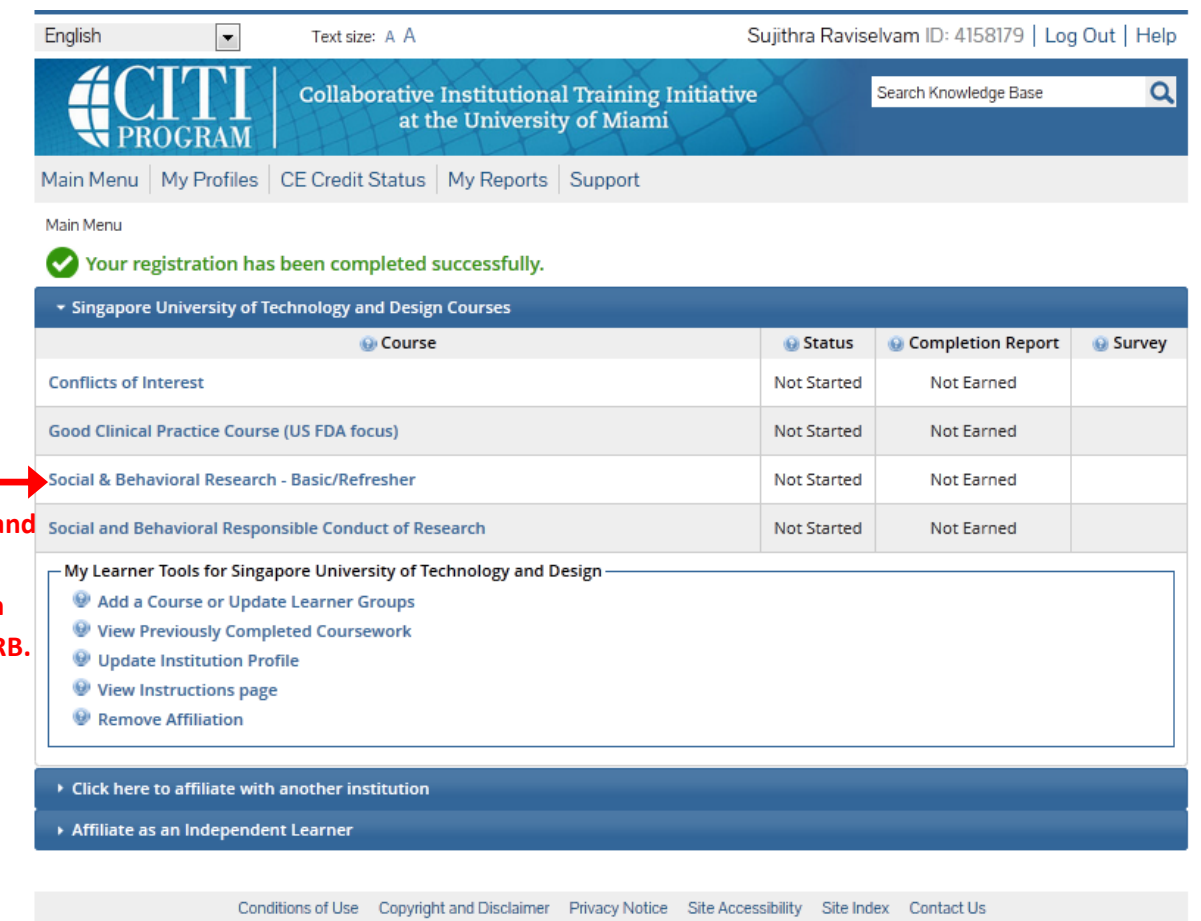
Your registration with Singapore University of Technology and Design is complete.

[Finalize registration](#)

Your learner account registration is complete.

You will now be able to access the Main Menu of your account.

Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Group.




English | Text size: A A | Sujithra Raviselvam ID: 4158179 | Log Out | Help

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Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

 **Your registration has been completed successfully.**

Course	Status	Completion Report	Survey
Conflicts of Interest	Not Started	Not Earned	
Good Clinical Practice Course (US FDA focus)	Not Started	Not Earned	
Social & Behavioral Research - Basic/Refresher	Not Started	Not Earned	
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	

My Learner Tools for Singapore University of Technology and Design

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

[Click here to affiliate with another institution](#)

[Affiliate as an Independent Learner](#)

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Complete and submit the completion report to IRB.