Create an account at: http://www.citiprogram.org/

If you are a returning CITI user, just enter Username and Password and click Submit. (Instructions for returning users resume on Page 4)

If you have never used the CITI site you will need to Register by creating a Username and Password.

Registration is a seven step process, starting with identifying your institution.

Dartmouth College will appear in the drop down list under “Participating Institutions.”

After you have selected your institution, click on “Continue to Step 2.”
Step 2 requests personal information – name and e-mail address(es).

Enter Name – 1st & last names entered separately

E-mail – You have to provide one and can add one alternate if you wish.

In Step 3 you add User Name, Password, and an answer to a security question.

Step 4 asks for Gender, Ethnicity, and Race information. Note that you can elect not to disclose this information if you wish.
Step 5 asks whether you will want CEU credits and, if so, which type. Also asks if you would be willing to participate in surveys.

Step 6 requests additional identifying information. Please note that all fields with a red asterisk (*) are required.
STEP 7
- Select Human Subjects Research course “Group 1 Biomedical Research Basic Course”
  - This course takes 4-5 hours to complete, so **make sure you are doing the correct course before you start!**
- Question 1, Select the group appropriate to your research activities:
  - Choose “Group 1: ….”
- Question 2, Select the group for which you have previously completed an institutionally approved Basic Course... “
  - Choose “I have not previously completed an approved Basic Course”
- Question 3
  - If you are conducting prospective research, you are required to complete the Good Clinical Practice module in addition to the Group 1 Biomedical Basic Course.
  - If you are receiving funds from the National Science Foundation you are required to complete a Responsible Conduct of Research (RCR) module.
- Question 4 (Conflict of Interest Mini-Course)
  - All key personnel receiving research funding from the public health service (PHS) must complete training in Financial Conflict of Interest. Education is mandated "prior to engaging in research related to any PHS-funded grant and at least every four years, and immediately" when any of several conditions apply, such as a change in institutional policy, a researcher is new to the institution, or when a researcher is found to be out of compliance.

Step 7 asks that you identify the type of training for which you are registering.

If you want to take the Conflict of Interest course, click “Yes” on Question 4: Conflict of Interest Mini Course.

If you are taking other types of training you can respond to other questions on this page accordingly.

When you are done, click on “Complete Registration” at the bottom of the window.

After you complete registration you will be sent a confirming e-mail with further information for first time users.