

Using the CITI online training program for research ethics

1. Go to www.citiprogram.org

2. Start by registering

- Click the button on the right that says “Register”
- The first dropdown menu is “Participating Institutions” – find and click Hendrix College, then click on “Continue to Step 2” at the bottom of the page.
- Enter your name, as it will appear on the completion report, and your email address (which is required to verify your account – so, it needs to be one you use and can access), then click on “Continue to Step 3” at the bottom of the page.
- Enter a username, password (which **is** case sensitive), and security question, then click on “Continue to Step 4” at the bottom of the page.
- The next step asks for basic demographic information – but, you have the option to not provide this information by clicking “I would rather not disclose” for each question. Then click on “Continue to Step 5” at the bottom of the page.
- The next step asks about continuing education credit – CLICK “NO” for the first question. You will then decide if you are willing to let the CITI program contact you about future research surveys. Then click on “Continue to Step 6” at the bottom of the page.
- The next step includes information specifically requested by Hendrix College. You are only required to include three pieces of information which are marked with an asterisk (*)
 - Your Hendrix email address
 - The department of your major, if you have one. If you don't have a declared major, put “UNDECLARED”
 - Your role in research, which will typically be “Principle Investigator” (if you are the person who wrote the HSRB proposal), “Co-Investigator” (if you are working with the principle investigator), or “Student Researcher - Undergraduate” (if you are working with a faculty member who is the principle investigator).
 - Then click on “Continue to Step 7” at the bottom of the page.
- The next step will allow you to choose the courses.
 - For Question 1: click next to **Social & Behavioral Research Investigators**
 - For Question 2: skip

- For Question 3: click next to **Social and Behavioral Responsible Conduct of Research**
 - For Question 4: click **NO**
 - Click “Complete Registration”
 - On the next page, click “FINALIZE REGISTRATION”. After clicking this, you will receive an email from the CITI program with a link you must click to verify your email account.
 - After verifying your account, you can log in to the CITI training program and you will have access to a main menu for your account with the classes you have chosen at the top.
3. **After verifying your account, you can log in to the CITI training program and you will have access to a main menu for your account with the classes you have chosen at the top. Click on “HENDRIX COLLEGE COURSES” to access the courses you selected during your registration. (Please note that you are required to complete these two courses before you can submit an HSRB proposal.)**
- Social & Behavioral Research – Basic/Refresher
 - Social and Behavioral Responsible Conduct of Research
4. **Complete each course.**
- Click on the name of the course and then click “Complete the integrity assurance statement before beginning the course” and agree to the conditions of use
 - Then, click on the link for the first required module. When you are done, the next module will be available.
 - Complete all required modules for the course
5. **Print out a certificate of completion, listed under “Completion Report” on the main menu of your account for both courses. You cannot print out the completion certificate until you have completed all modules.**