CITI Training – Mandatory

DEADLINE: August 31, 2024, 11:59 PM.

CITI Training:

Initial CITI Registration Instructions

Step 1 - Go to **http://www.citiprogram.org**

Step 2 - Click on "register" in the Create new account box on the CITI webpage

Step 3 - In the box titled "Select Your Organization Affiliation" type in Rowan. Rowan University will appear in a box under the type. Click on Rowan University and then click on "Continue to Step 2"

Step 4 - Type in your First and Last Name. In the email box, input your Rowan University email address. Your secondary email address can be a personal email address, such as gmail or other email provider. Click on "Continue to Step 3" when completed.

Step 5 - Type in your Rowan NetID. Complete the sections for the password and security question. Click on "Continue to Step 4" when completed.

Step 6 - Complete the information for Country of Residence. Click on "Continue to Step 5" when completed.

Step 7 - Complete the information for Continuing Education Credits and Survey. Click on "Continue to Step 6" when completed.

Step 8 - Complete the information for Information Requested by Rowan University. Please make sure to include Banner ID number (if outside Rowan users do not have Banner ID please enter another ID from your home institution preceded by the letter A e.g "A123456") Select the role that is most applicable to your purpose of creating a CITI account. Click on "Continue to Step 7" when completed.

Step 9 - Select the training to be completed. Users can select multiple training programs. For example, if you need to complete Responsible Conduct of

Research (RCR) and Human Subjects Research Protections then you would select both. Click on "Continue" when all required courses have been selected.

CITI Listings of Required courses:

Human Subjects Research (IRB):

- Human Subjects Protection
    - Clinical: *Group 2 Biomedical and Basic Research*