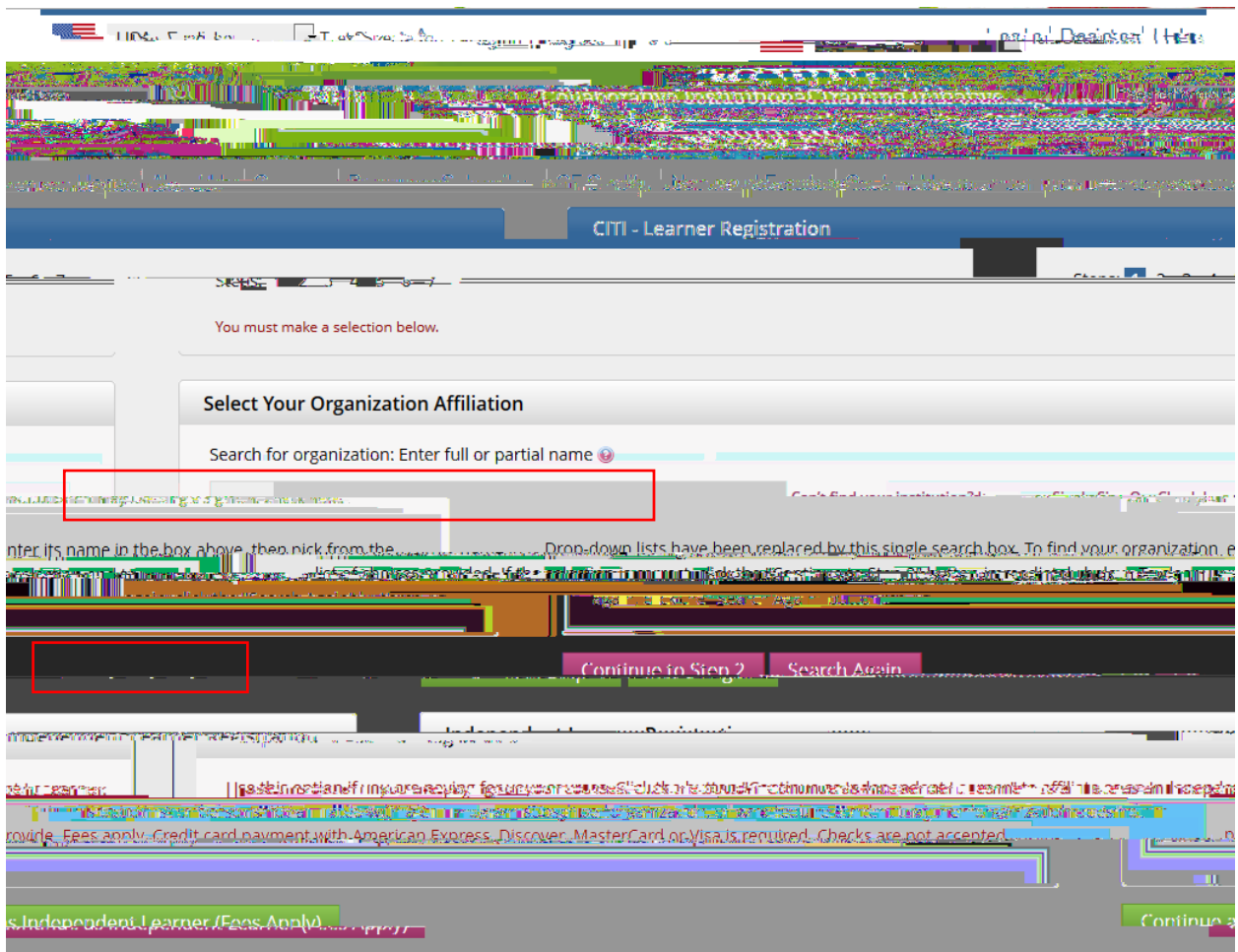


CITI REGISTRATION “HOW TO” GUIDE

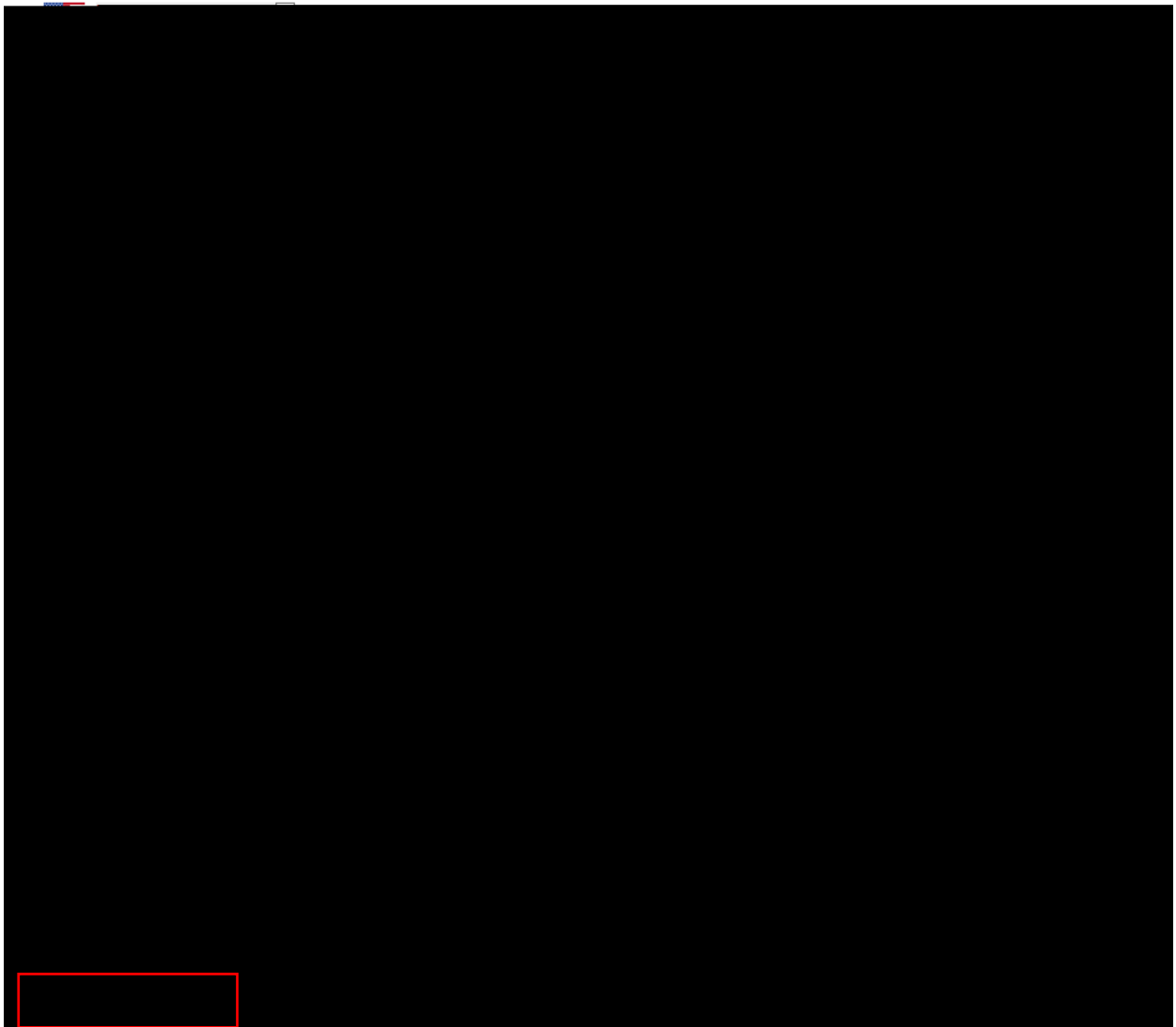
1. Go to <https://www.citiprogram.org/> and click on either one of the “Register” buttons shown below to create your account.



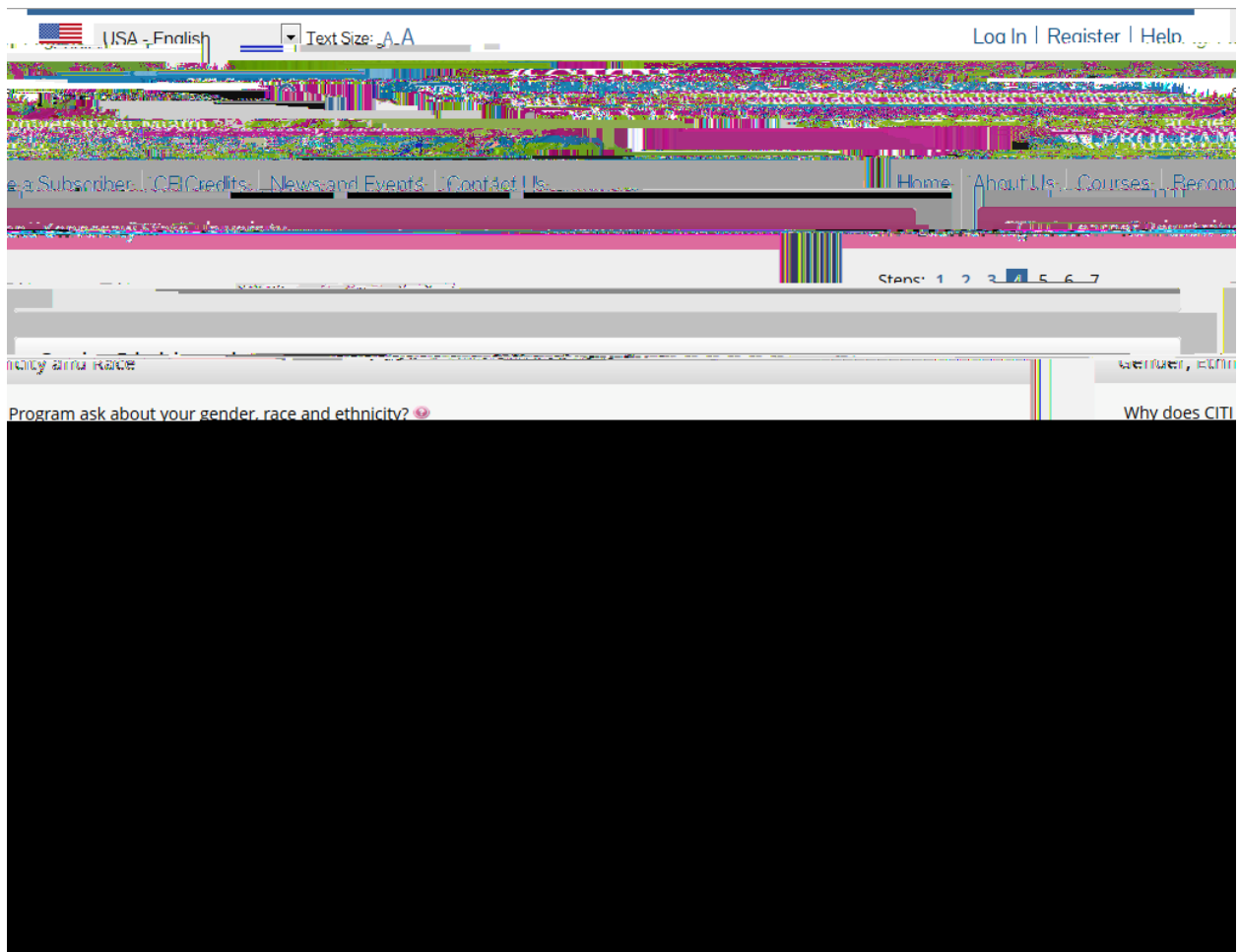
2. The screen below will populate.



3. Enter "Kennesaw State University" in the "Select Your Organization Affiliation" search box.
4. Click "Continue to Step 2". The screen below will populate.

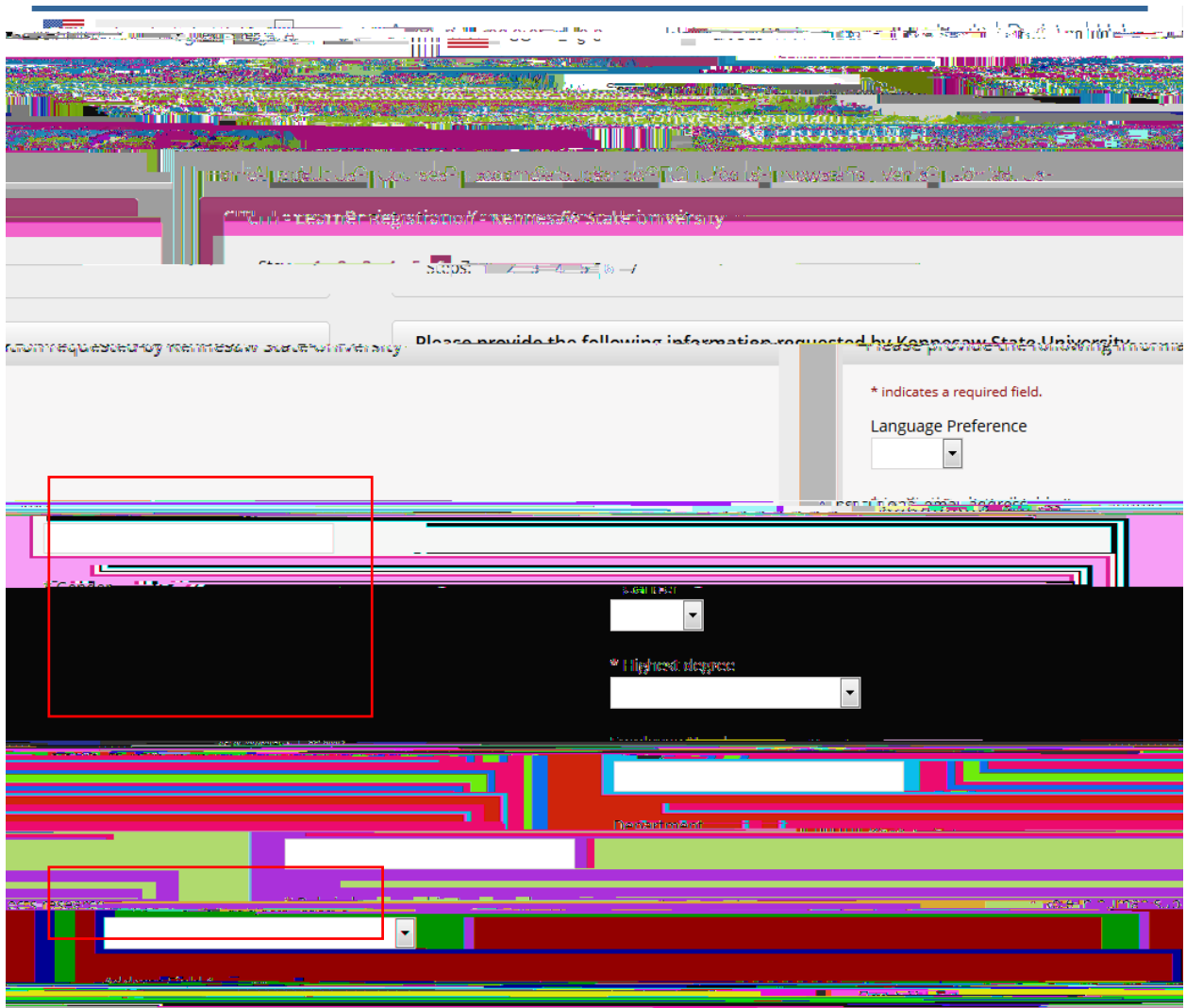


7. Follow the on screen instructions to create a Username and Password. It can be your KSU NetID or you can create your own. However, **for security purposes do NOT use your KSU NetID password on this website.**
8. Select a security question and answer.
9. Click "Continue to Step 4". The screen below will populate.

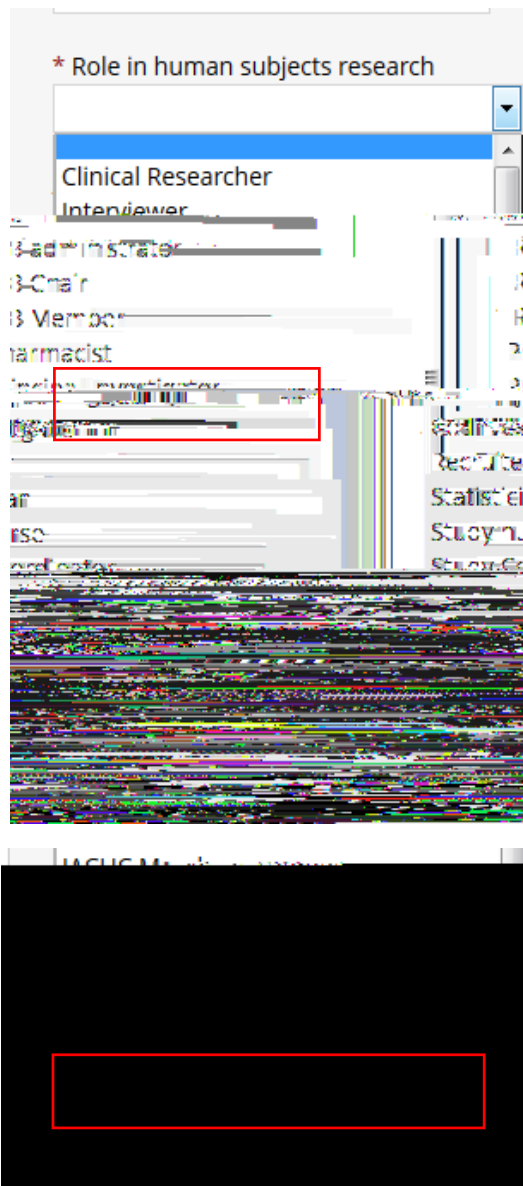


10. Please answer the above questions as preferred.
11. Click "Continue to Step 5". The screen below will populate.

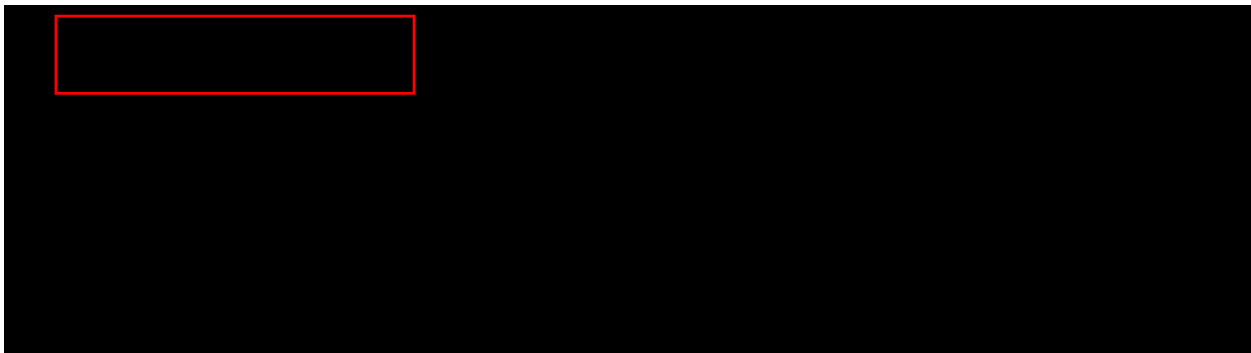
12. KSU's IRB/IACUC/IBC does not require that you maintain CE Credits; however, if you choose



15. Fill in the above required answers to "Institutional email address", "Gender" and "Highest degree" until you reach the "Role in human subjects research" drop down button. FYI – These fields are a template of CITI, so please **do NOT** put an **Employee number** as the IRB does not require it.
16. Click on the drop down button and the options shown below will be revealed.



17. On the list above, select the role that best describes you. Most will fit one of the roles in the red boxes above.
18. Enter your phone number in the appropriate box below. If you are a student researcher, you may enter your home/cell phone in the "Office Phone" required box.



19. Click the drop down box for “Which course do you plan to take?” and select the course which best fits you. Most of our research is done under the blue highlighted topic below, “Basic Human Subjects – Social & Behavioral Focus”; however, you can add/delete courses as needed after you have created your profile.

20. Click “Continue to Step 7”. The screen below will populate.

21. If you are unsure which Curriculum to select, please

23. Click "Complete Registration" when finished. The screen below will populate.

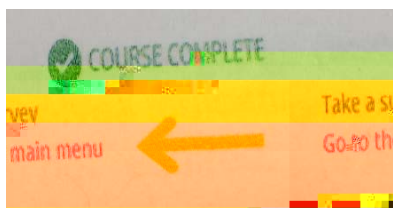


24. Click "Finalize registration". The screen below will populate with your appropriate course(s).



25. Click on your course title [example shown above] to begin your training. You may start and stop your training as needed, but we highly recommend if stopping it should be after completion of a module quiz.

26. After finishing each required module, you will take a quiz and receive feedback regarding your answers to each of the items. Once you have passed all required modules, scroll down to the bottom of the feedback page and click the "Go to the main menu" link. The IRB Administrator will be able to see your completion certificate, but you can also print a copy for your files.



Contact the IRB Administrator at 470/578 2268 or irb@kennesaw.edu with any questions you may have.