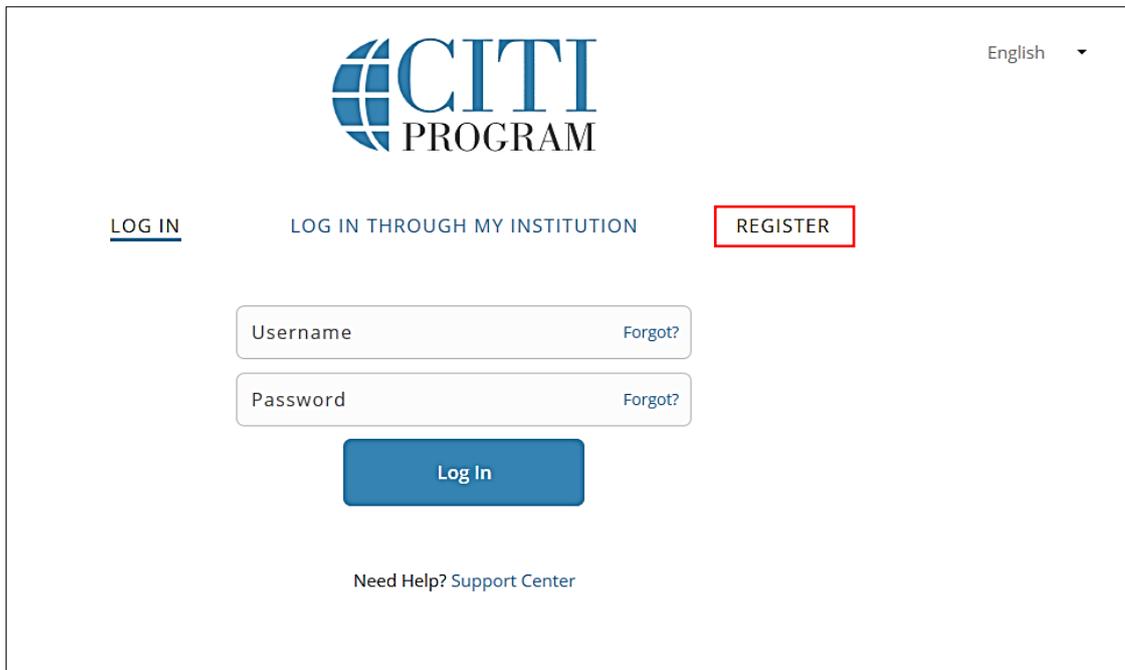


## CITI Registration Guideline

### CITI Programme New Learner Account Registration

Go to [www.citiprogram.org](http://www.citiprogram.org) and click the “Register” button



The screenshot shows the CITI PROGRAM login page. At the top left is the CITI PROGRAM logo. At the top right is a language dropdown menu set to 'English'. Below the logo are three links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER'. The 'REGISTER' link is highlighted with a red rectangular box. Below these links are two input fields: 'Username' and 'Password', each with a 'Forgot?' link to its right. Below the input fields is a blue 'Log In' button. At the bottom center, there is a link that says 'Need Help? Support Center'.

**Step 1:** Choose the participating institution “City University of Hong Kong” from the search box.



The screenshot shows the CITI PROGRAM registration page, Step 1: Select Your Organization Affiliation. At the top left is the CITI PROGRAM logo. At the top right is a language dropdown menu set to 'English'. Below the logo are three links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER'. The 'REGISTER' link is underlined. Below these links is a blue header bar that says 'CITI - Learner Registration'. Below the header bar is a progress indicator that says 'Steps: 1 2 3 4 5 6 7', with '1' highlighted in a blue box. Below the progress indicator is a section titled 'Select Your Organization Affiliation'. Below this title is a paragraph that says 'This option is for persons affiliated with a CITI Program subscriber organization.' Below that is another paragraph that says 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' Below this text is a search box containing the text 'City University of Hong Kong', which is highlighted with a red rectangular box. Below the search box is a paragraph that says 'City University of Hong Kong only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' Below this paragraph are two checkboxes, both of which are checked: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of City University of Hong Kong.' Below the checkboxes is a blue button that says 'Continue To Create Your CITI Program Username/Password'.

**Step 2:** Input your first and last name along with your CityU email address. The name entered will appear on your completion report received at the end of the course.

While not required, you are encouraged to enter 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.

Personal Information

*\* indicates a required field.*

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

[Continue To Step 3](#)

**Step 3:** Choose 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.

### 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

Continue To Step 4

**Step 4:** Input your Country of Residence.

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Continue To Step 5

**Step 5:** Make selection for Continuing Education credits (*not applicable to CityU students*). This step is where you can also let CITI know your interest in participating in research surveys at a later date.

\* 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 many CITI courses - with that availability indicated on course and module listings. **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 grade 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
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- 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

\* Can CITI Program contact you at a later date with marketing information? 🗨️

- Yes
- No

[Continue To Step 6](#)

**Step 6:** Provide the information required.

\* indicates a required field.

Language Preference

\* Institutional Email Address

Gender

Highest Degree

Employee Number

\* Department

\* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue To Step 7

**Step 7:** Select “Responsible Conduct of Research” and enrol you in the CITI Programme courses.

### CITI - Learner Registration

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

\* indicates a required field.

\* Welcome to the CITI Program DEMO. Through a series of response driven questions you may review the courses and modules currently offered by the CITI Program.

**Choose all that apply**

- I would like to review the Animal Care and Use (ACU) courses.
- I would like to review the Biosafety and Biosecurity (BSS) courses.
- I would like to review the Clinical Research Coordinator (CRC) course.
- I would like to review the Responsible Conduct of Research (RCR) courses.
- I would like to review the International Modules, designed for an international audience, which are available in English, Spanish, Portuguese, Chinese, Khmer, French, and Vietnamese.

**Next**

**Step 8:** After selecting the course, click on Finalized Registration.

### CITI - Learner Registration

Welcome to the CITI Program. Your registration with **DEMO** is complete.

**Finalize Registration**

If you cannot find RCR courses under your profile, please click "Add a Course"

City University of Hong Kong Courses

[Add a Course](#)

**My Learner Tools for City University of Hong Kong**

- ! You are not enrolled in any courses for this institution. Click here to complete your enrollment.
- ? Add a Course
- ? View Previously Completed Coursework
- ? Update Institution Profile
- ? Remove Affiliation

Select your corresponding department

Question 1

## Responsible Conduct of Research Sample

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

- College of Business - AC
- College of Business - EF
- College of Business - IS
- College of Business - MKT
- College of Business - MS

You will be able to see the course(s) that you have enrolled

✔ You are now enrolled in the course(s) you selected.

City University of Hong Kong Courses

Course ?	Status ?	Completion Record ?	Survey ?
School of Creative Media	Not Started	Not Earned	

The requirements of your school/department are displayed for your completion

Home > Course School of Creative Media

School of Creative Media - Basic Course

To pass this course you must:

- Complete all 12 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or change the overall score, BUT completed CE certified modules will count toward CME credits (AMA PRA, Psychology credits, nursing credits as applicable).

Your Current Score **0%**

**Sample**

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Sample of the Completion Report

Required Modules		
	Date Completed	Score
Using Animal Subjects in Research (RCR-Basic) (ID: 13301)	Incomplete	0/0 (0%)
Research Involving Human Subjects (RCR-Basic) (ID: 13566)	Incomplete	0/0 (0%)
Plagiarism (RCR-Basic) (ID: 15156)	Incomplete	0/0 (0%)
Authorship (RCR-Basic) (ID: 16597)	Incomplete	0/0 (0%)
Collaborative Research (RCR-Basic) (ID: 16598)	Incomplete	0/0 (0%)
Conflicts of Interest (RCR-Basic) (ID: 16599)	Incomplete	0/0 (0%)
Data Management (RCR-Basic) (ID: 16600)	Incomplete	0/0 (0%)
Financial Responsibility (RCR-Basic) (ID: 16601)	Incomplete	0/0 (0%)
Mentoring (RCR-Basic) (ID: 16602)	Incomplete	0/0 (0%)
Peer Review (RCR-Basic) (ID: 16603)	Incomplete	0/0 (0%)
Research Misconduct (RCR-Basic) (ID: 16604)	Incomplete	0/0 (0%)
Introduction to RCR (RCR-Basic) (ID: 17009)	Incomplete	0/0 (0%)