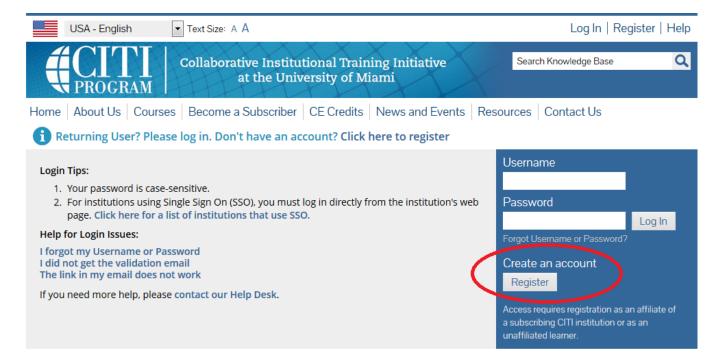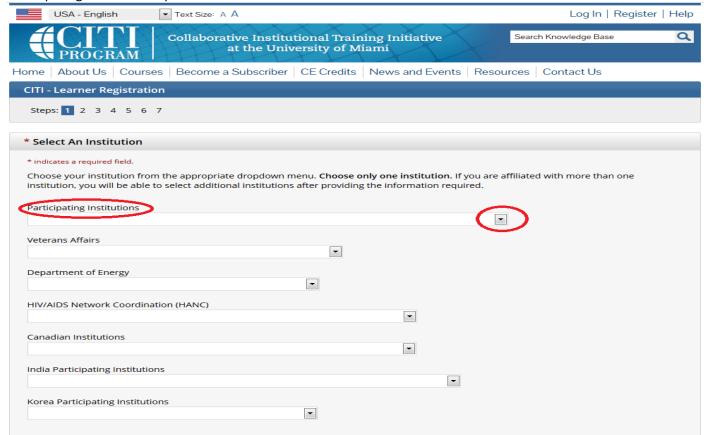Begin by going to the CITI Program website: https://www.citiprogram.org/

From the main screen, select the Register option under Creat an account, on the right hand side of the screen.
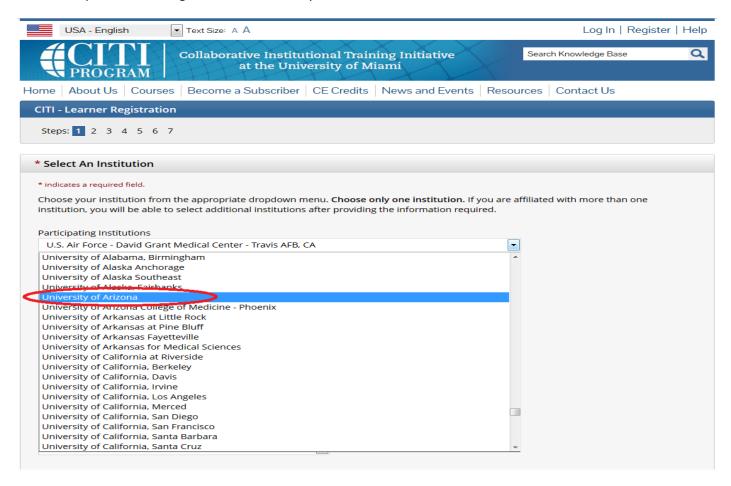

The registration process has seven (7) steps.
Step one requires you to select an institution from listings of several types of institutions. Select from the Participating Institutions options.
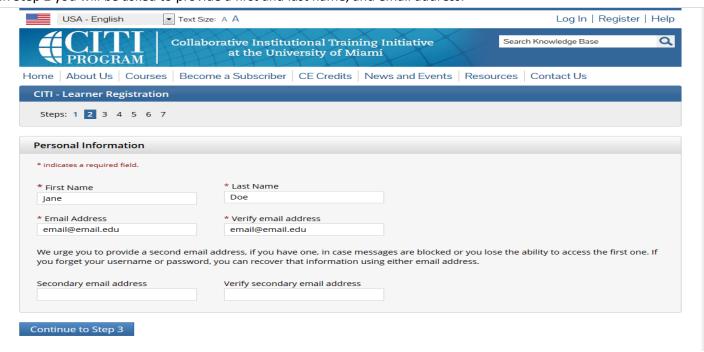
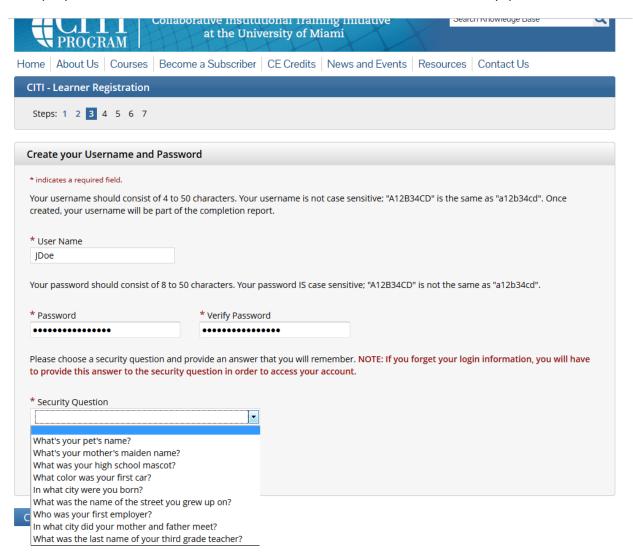From the alphabetical listing, select the University of Arizona.

Then select the Continue to Step 2 option at the bottom left of the screen.

In Step 2 you will be asked to provide a first and last name, and email address.
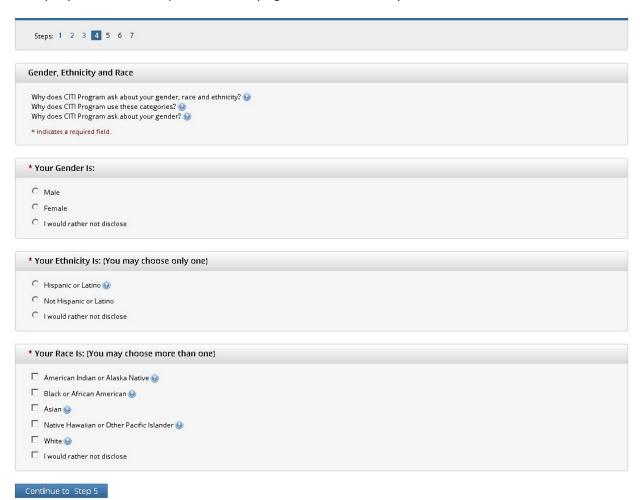

Complete the section and select the Continue to Step 3 option at the bottom left of the screen.

In Step 3 you are asked to create a User Name and Password , and select a security question.

CITI – Learner Registration

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

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

JDoe

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

What's your pet's name?
What's your mother's maiden name?
What was your high school mascot?
What color was your first car?
In what city were you born?
What was the name of the street you grew up on?
Who was your first employer?
In what city did your mother and father meet?
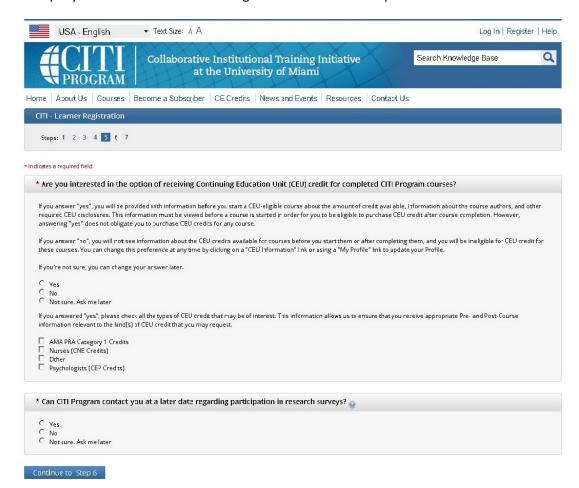What was the last name of your third grade teacher?

Complete the section and select the Continue to Section 4 option at the bottom left of the screen.

In Step 4 you are asked to provide identifying information about yourself.

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ❓
Why does CITI Program use these categories? ❓
Why does CITI Program ask about your gender? ❓

* indicates a required field.

* Your Gender Is:

○ Male

○ Female

○ I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

○ Hispanic or Latino ❓

○ Not Hispanic or Latino ❓

○ I would rather not disclose

* Your Race Is: (You may choose more than one)

☐ American Indian or Alaska Native ❓

☐ Black or African American ❓

☐ Asian ❓

☐ Native Hawaiian or Other Pacific Islander ❓

☐ White ❓

☐ I would rather not disclose
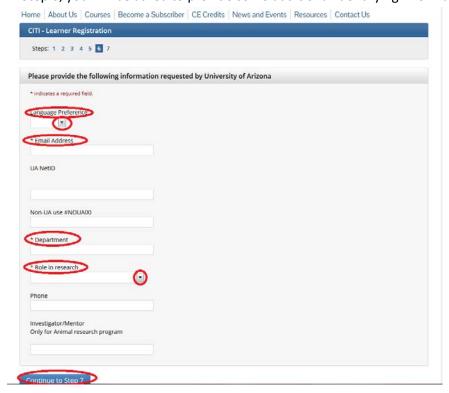
[Continue to Step 5]

Complete the section as you feel appropriate and select the Continue to Step 5 option at the bottom left of the screen.

In Step 5 you are asked about receiving credit for courses or updates from CITI.
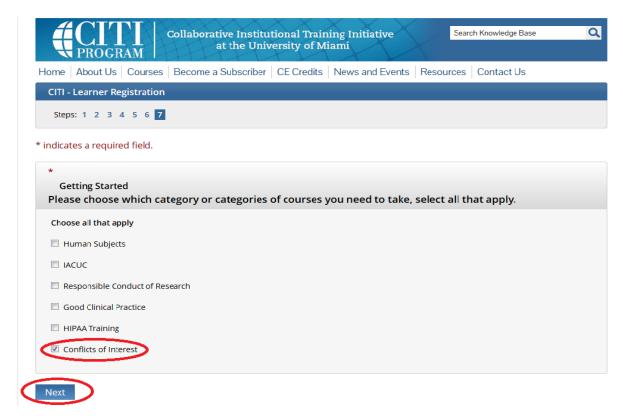

Complete the section as you feel appropriate and select the Continue to Step 6 option at the bottom left of the screen.

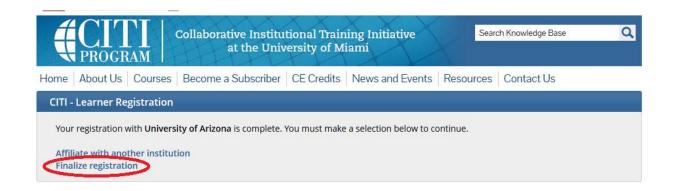In Step 6, you will be asked to provide some additional identifying information.

Complete the section, providing the requested information, and select the Continue to Step 7 option at the bottom left of the screen.

In Step 7 you will be asked to select your training categories (Note: if you will be taking CITI training for any other University of Arizona training purposes you may select those trainings in this section, but you must select the Conflict of Interest to complete the required training for your Subaward).
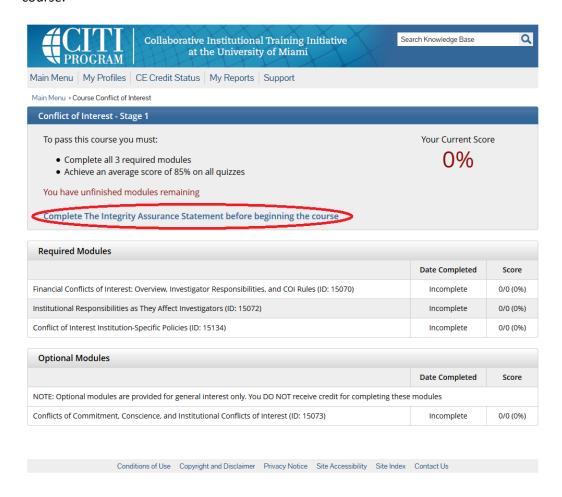

Select the appropriate courses and select the Next option at the bottom left of the screen.
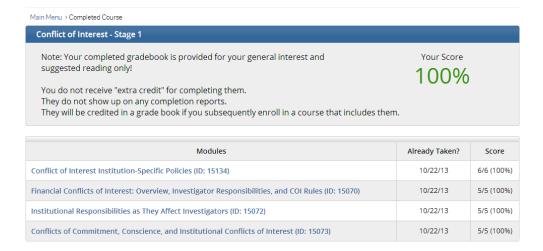
You are now complete with your University of Arizona registration. If you do not need to affiliate with any other institutions, select the Finalize registration option and you are ready to start your training.
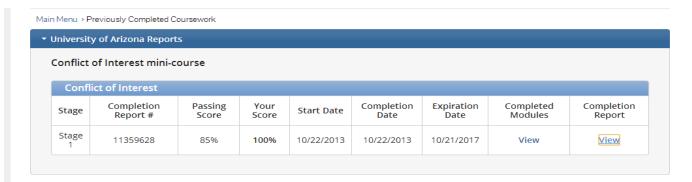
Enter into the Conflict of Interest Course and complete the Integrity Assurance Statement before beginning the course.

Complete all of the required modules and upon successful completion, return to the course homepage where the final score can be located.

Once each Investigator has completed the required CITI Training, please have the individual Investigator print his/her CITI Training Gradebook (under My Reports), and return the printed page for each individual Investigator to the University of Arizona.

Main Menu › Previously Completed Coursework

University of Arizona Reports

Conflict of Interest mini-course

| | Conflict of Interest | | | | | | | |
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Stage 1	11359628	85%	100%	10/22/2013	10/22/2013	10/21/2017	View	View

CONFLICT OF INTEREST

COURSE/STAGE:	Stage 1/1
PASSED ON:	10/22/2013
REFERENCE ID:	11359628

REQUIRED MODULES	DATE COMPLETED	SCORE
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules	10/22/13	5/5 (100%)
Institutional Responsibilities as They Affect Investigators	10/22/13	5/5 (100%)
Conflict of Interest Institution-Specific Policies	10/22/13	6/6 (100%)

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI Program participating institution or be a paid Independent Learner. Falsified information and unauthorized use of the CITI Progam course site is unethical, and may be considered research misconduct by your institution.

Paul Braunschweiger Ph.D.
Professor, University of Miami
Director Office of Research Education
CITI Program Course Coordinator

Should you have any questions, concerns, or problems with the CITI Training Program please contact the Conflict of Interest Office at orcr-coi@email.arizona.edu or (520) 626-7879.