CITI Program Information

1. Access http://citiprogram.org
2. Click on "Register"
3. Under "Select your Organization Affiliation type in "University of Charleston (SSO)" and click on that.
4. Click on the boxes to accept terms and conditions and that you are affiliated with UC
5. Click on "SSO Login/Instructions
6. You will be taken to our Portal log in. The username and password are your UC login and password. Log in and this will take you to the Courses page.
7. Choose courses for University of Charleston (Your students may only see UC.)
8. You should see a box for "Learner Tools." Have your students click on "Add a Course"
9. Since your body of research is primarily Social/Behavioral, and Education, have them click this choise in Question 1
10. They can bypass Question 2
11. Question 3: if they're not researching Public Health, they can choose "not at this time."
12. Question 4: Also, if no Clinical research, choose "not at this time."
13. Question 5: Add this module for "Social, Behavioral and Education."
14. Question6: They should do "IPS for Students."
15. Question 7: "Not at this time"
16. Question 8: They need to do the "Responsible Conduct of Research" for SBE
17. Question 9: They can bypass this question
18. Click Submit and the chosen modules will be added to their profile for completion.