In accordance with federal regulations, ABAC IRB and IACUC require all responsible researchers, including undergraduate student researchers, to complete the Collaborative Institutional Training Initiative (CITI) educational program.

Begin by going to the CITI main page https://about.citiprogram.org/en/homepage/ and clicking on the Register button:
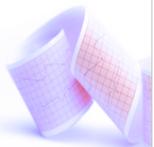
Complete Step 1 by:
- choosing Abraham Baldwin Agricultural College as your organization
- reviewing the Terms of Service and Privacy Policy
- checking the I Agree and
- I Affirm boxes (which will pop up as you complete the steps above)
- click on Continue to Step 2

English ▾

LOG IN   LOG IN THROUGH MY INSTITUTION   **REGISTER**

CITI - Learner Registration

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

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

    Abraham Baldwin Agricultural College

Abraham Baldwin Agricultural College only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of Abraham Baldwin Agricultural College.

Continue To Create Your CITI Program Username/Password

Complete Step 2 by:
- completing the personal information as requested (secondary email is not required)
- click on Continue to Step 3

English ▾

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration - Abraham Baldwin Agricultural College

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

Personal Information

* indicates a required field.

* First Name

CITI

* Last Name

Walkthrough

* Email Address

CITIwalkthrough@gmail.com

* Verify email address

CITIwalkthrough@gmail.com

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

Continue To Step 3

Complete Step 3 by:
- creating a username and unique password
- select and answer a security question
- click on Continue to Step 4

CITI - Learner Registration - Abraham Baldwin Agricultural College

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

CITI_ABAC

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?   ▼

* Security Answer

BIllyBob

Continue To Step 4

Complete Step 4 by:
- selecting the country of residence
- click on Continue to Step 5

CITI PROGRAM

LOG IN   LOG IN THROUGH MY INSTITUTION   **REGISTER**

CITI - Learner Registration - Abraham Baldwin Agricultural College

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

* indicates a required field.

* 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.

United States

Continue To Step 5

New to the CITI Program? Read the getting started guide or watch the getting started video.

Complete Step 5 by:

- Selecting whether or not you wish to receive Continuing Education Unit credit for completed CITI courses. These credits come at an additional cost which will not be covered by ABAC funds.
- You should select No if you do not wish to pay for CEUs.
- If you agree to pay for CEU credit (at additional cost to you), follow the related prompts.
- Indicate whether you wish to receive additional information from CITI
- click on Continue to Step 6

CITI - Learner Registration - Abraham Baldwin Agricultural College

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

* 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

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* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

○ Yes
● No
○ Not sure. Ask me later

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

○ Yes
● No

Continue To Step 6

Complete Step 6 by:
- Completing the information as requested
- click on Continue to Step 7

CITI - Learner Registration - Abraham Baldwin Agricultural College

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

Please provide the following information requested by Abraham Baldwin Agricultural College

* indicates a required field.

Language Preference

English ▾

* Institutional Email Address

bdoss@abac.edu

Gender

Female ▾

Highest Degree

BA, BS or BSN ▾

Employee Number

918

* Department

Department of Rural Studies

* Role In Research

Student Researcher - Undergraduate ▾

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue To Step 7

If you will be conducting research with human subjects
Complete Step 7 using the following responses:
Question 1: select "Social & Behavioral Research Investigators"
Question 2: do not select anything.
Question 3: select "Not at this time."

CITI - Learner Registration - Abraham Baldwin Agricultural College

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

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Question 1

Human Subjects Research
Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

○ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

◉ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

○ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

○ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

○ Not at this time.

Question 2

Institutional/Signatory Officials & IRB Chair
Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

Choose all that apply

☐ Institutional/Signatory Officials
☐ IRB Chair

Question 3

Good Clinical Practice (GCP)
Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

Choose one answer

○ GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
○ GCP for Clinical Investigations of Devices
○ GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
◉ Not at this time.

If you will be conducting research with human subjects
Complete Step 7 using the following responses:
Question 4: select "I am not required to complete the IPS course at this time."
Question 5: do not select anything

Question 4

Information Privacy Security
Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

○ IPS for Clinicians
○ IPS for Researchers
○ IPS for Students and Instructors
○ IPS for Fundraisers
○ IPS for Marketers
◉ I am not required to complete the IPS course at this time.

Question 5

Laboratory Animal Research
Do you conduct studies that use Lab animals?
    1. If YES, then you must complete the Basic course and the appropriate species specific modules.

    2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

    3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
☐ IACUC Community Member
☐ Institutional Officials
☐ IACUC Chair
☐ Post-Approval Monitoring (PAM)

Animal Specific Courses
☐ I work with Frogs, Toads or other Amphibians
☐ I work with Swine
☐ I work with Horses
☐ I work with Cattle
☐ I work with Sheep & Goats
☐ I work with Fish
☐ Wildlife Research

If you will be conducting research with animals
Complete Step 7 using the following responses
Question 1: do not select anything
Question 2: do not select anything.
Question 3: select "Not at this time."
Question 4: select "I am not required to complete the IPS course at this time."
Question 5: select "Working with the IACUC Course" AND any animal specific course that apply

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Question 5

Laboratory Animal Research

Do you conduct studies that use Lab animals?
  1. If YES, then you must complete the Basic course and the appropriate species specific modules.

  2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

  3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- ☑ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- ☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- ☐ IACUC Community Member
- ☐ Institutional Officials
- ☐ IACUC Chair
- ☐ Post-Approval Monitoring (PAM)

Animal Specific Courses
- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with Swine
- ☐ I work with Horses
- ☐ I work with Cattle
- ☐ I work with Sheep & Goats
- ☑ I work with Fish
- ☐ Wildlife Research

Question 6: select "Not at this time."
Question 7: this course is recommended, but not required
Click on Complete Registration.

Question 6

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

Choose one answer

- ○ Biomedical Responsible Conduct of Research Course
- ○ Social and Behavioral Responsible Conduct of Research Course
- ○ Physical Science Responsible Conduct of Research Course
- ○ Humanities Responsible Conduct of Research Course
- ○ Responsible Conduct of Research for Engineers
- ○ Responsible Conduct of Research for Administrators
- ● Not at this time.

* Question 7

Would you like to take the Conflicts of Interest course?

Choose one answer

- ● Yes
- ○ No

Complete Registration

Once you have completed your registration, you can begin completing the required courses.

Here's a guide to help you get started: https://support.citiprogram.org/customer/en/portal/articles/2962052-updated-guide-to-getting-started#read