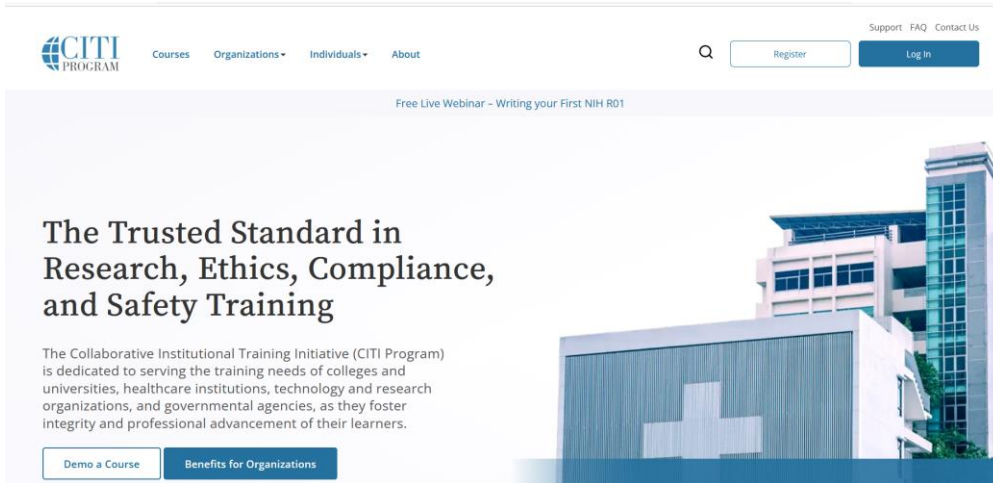# CITI Training Help Guide – Social Behavioral Researchers

This help guide contains directions for setting up CITI training account and enrolling in courses for Social and Behavioral Researchers

1. Navigate to https://about.citiprogram.org/ and click Register.

2. Type in Organization Affiliation "Arizona College of Nursing" and check boxes agreeing to the terms of service a privacy policy and affirming you are an affiliate of Arizona College of Nursing. Then click **Create a CITI Program account**.

3. Enter personal information and click ***Continue to Step 3***.

CITI - Learner Registration - Arizona College of Nursing

Steps : 1 **2** 3 4

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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

4. Setup username, password, and security question and click ***Continue to Step 4***.

CITI - Learner Registration - Arizona College of Nursing

Steps: 1 2 **3** 4

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

5. Connect your ORCID ID to your program account by clicking the tab.

Sign in

Email or 16-digit ORCID iD

tmpoole@arizonacollege.edu

example@email.com or 0000-0001-2345-6789

Password

SIGN IN

Forgot your password or ORCID ID?

Don't have an ORCID iD yet? **Register now**

or

🏛 **Access through your institution**

G **Sign in with Google**

ⓕ **Sign in with Facebook**

6. Select Don't have an Orcid ID yet Register now.

Create your ORCID iD

This is step 1 of 3

Per ORCID's **terms of use**, you may only register for an ORCID iD for yourself. Already have an ORCID iD? **Sign In**

First name ⓘ

Please enter your first/given name

Last name (Optional)

Primary email

Confirm primary email

Additional email (Optional) ⓘ

+ **Add another email**

GO BACK   **NEXT**

7. Enter contact information for ORCID ID and click *Next*. Then enter password information and click *Next.*

Create your ORCID iD
This is step 2 of 3

Password ⑦

✓ 8 or more characters
✓ 1 letter or symbol
✓ 1 number

Confirm password

Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

☐ Please send me quarterly emails about new ORCID features and tips. *To receive these emails, you will also need to verify your primary email address.*

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

8. Select your visibility settings and accept terms of use. Then click *Register*.

Create your ORCID iD
This is step 3 of 3

Visibility settings

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, what visibility should be given to new items added to your ORCID Record?

○ 👪 **Everyone** (87% of users choose this)

○ ⚥ **Trusted Organizations** (5% of users choose this)

○ 🔒 **Only me** (8% of users choose this)

More information on visibility settings

Terms of Use

☐ I consent to the **privacy policy** and **terms of use** and agree to my data being publicly accessible where marked as "Visible to Everyone".

☐ I consent to my data being processed in the United States. **More information on how ORCID process your data.**

9. Record your ORCiD from the screen and verify your ID through the verification email that will be sent to your primary email address.

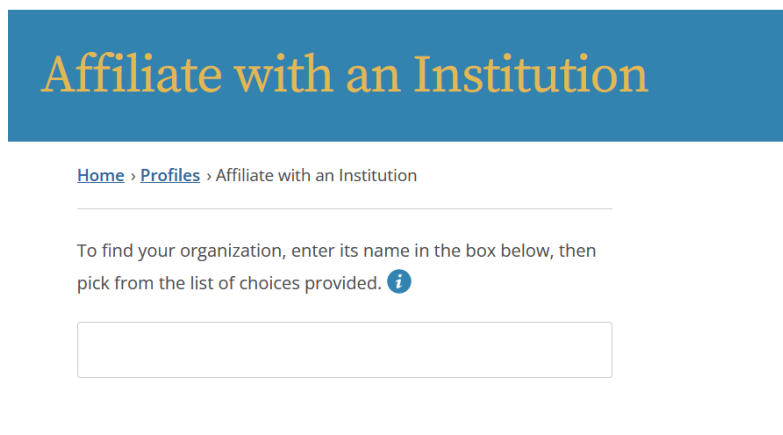10. Navigate back to the welcome page and click **Add An Affiliation**.

11. Type Arizona College of Nursing in the search box and agree to terms of service.

12. Enter information to complete profile setup.

ℹ️ **Please provide the following information requested by Arizona College of Nursing.**

Fields marked with an asterisk (*) are required.

Language Preference

| ... | ▼ |

Institutional email address *

We recommend providing an email address issued by Arizona College of Nursing or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Arizona College of Nursing officials identify your learning records in reports.

> Enter a valid Institutional Email Address.

Verify Institutional email address *

> Re-enter Institutional Email Address.

Highest degree

13. Select *Human Subjects Research, Responsible Conduct of Research, and Information Privacy and Security* for question 1.

Question 1

The questions below will guide you through selecting your CITI Program training enrollment. Each organization determines the courses offered and the requirements of its learners. If you are unsure of what to select, please contact your organization.

Please select which categories of courses you would like to enroll in:

This question is required. Choose all that apply.

- ☑ **Human Subjects Research**
- ☐ Conflicts of Interest
- ☑ **Responsible Conduct of Research**
- ☐ Good Clinical Practice
- ☑ **Information Privacy and Security**

[Start Over] [Next]

14. Select *Social & Behavioral Research Investigators* for question 2 and click *Next*.

Question 2

Human Subjects Research Please choose courses based on your role and the type of human subjects activities you will conduct:

This question is required. Choose all that apply.

- ✓ **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.
- **Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical 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.
- **Institutional/Signatory Official**

Start Over   Next

15. Select *Social and Behavioral Responsible Conduct of Research* for question 4 and click *Next*.

Question 4

Responsible Conduct of Research (RCR) Please select the appropriate Responsible Conduct of Research based on your role in research:

This question is required. Choose all that apply.

- ✓ Social and Behavioral Responsible Conduct of Research
- Biomedical Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Responsible Conduct of Research for Administrators
- Responsible Conduct of Research for Engineers

Start Over   Next

16. Select **Researcher-Information Privacy & Security (IPS)** and click **Next**.

Question 5

Information Privacy and Security (IPS) Please select the appropaite Information Privacy and Security course:

This question is required. Choose all that apply.

- ☐ Clinicians - Information Privacy & Security (IPS)
- ☐ Family Educational Rights and Privacy Act (FERPA)
- ☐ Fundraisers - Information Privacy & Security (IPS)
- ☐ Marketers - Information Privacy & Security (IPS)
- ☑ **Researchers - Information Privacy & Security (IPS)**
- ☐ Students and Instructors - Information Privacy & Security (IPS)

[Start Over]   [Next]

17. After completing question 5, researchers will be enrolled in the required courses: **Researchers-Information Privacy & Security (IPS)**, **Social-Behavioral-Educational (SBE) Comprehensive**, and **Social and Behavioral Responsible Conduct of Research**.