

How to Register for CITI Trainings

Go to www.citiprogram.org and click Register



Type "Western Washington University" into the search box.

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. ⓘ

Western Washington University

Western Washington University 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.

or

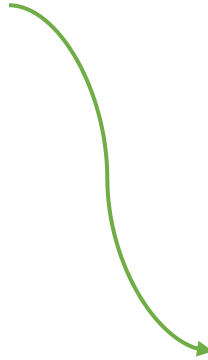
Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

Do not click on
Independent
Learner Registration

Agree to the Terms of Service and click “Continue to Create Your CITI Program Username/Password”



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. 🗨

Western Washington University

Western Washington University 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 Western Washington University.

Continue To Create Your CITI Program Username/Password

Enter your name and email address. Your WWU email address is strongly recommended, but not required.

CITI - Learner Registration - Western Washington University

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

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

Create your username and password. This does not have to be your Western ID.

CITI - Learner Registration - Western Washington University

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

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

Select Your Country of Residence

CITI - Learner Registration - Western Washington University

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.

Continue To Step 5

If you are a medical professional, Continuing Education Units are available for purchase

CITI - Learner Registration - Western Washington University

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

Select No if you do not want to pay for CE credits

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

Enter the information requested by WWU.

WWU Researchers:
Enter your WWU
email address

Non-WWU
Researchers: You
may use any email
address



CITI - Learner Registration - Western Washington University

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

Please provide the following information requested by Western Washington University

* indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

Student/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

Select the appropriate trainings for your research and funding.

For NIH or NSF funded research

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.

Click [here](#) to review the Western Washington University instructions page.

Question 1

Responsible Conduct of Research

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

Choose one answer

Responsible Conduct of Research Course

Not at this time, Thank you.

For research with animals

Question 2

Lab Animal Welfare Course

Do you conduct or supervise studies that use laboratory animals?

- If YES, then you must complete the Basic course and the appropriate species-specific modules.
- If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.

If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now.

I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.

I work with frogs, toads or other amphibians.

I work with mice.

I work with rats.

I work with hamsters.

I work with gerbils.

I work with guinea pigs.

I work with rabbits.

I work with cats.

I work with dogs.

For research with humans, both funded and unfunded

Question 4

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

Social & Behavioral Research Investigators

IRB Chair

Not at this time.

As needed for research involving transfer of sensitive information, equipment, technology, or software that are considered to be strategically important to the US.

Question 5

Please select your US Export Control Course below if you need to take US Export Control Course courses.

Choose one answer

CITI Export Controls Course

Not at this time, thank you.

IMPORTANT NOTICE

I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.

[Complete Registration](#)

Check this box to confirm that if you purchase additional courses, you are responsible for paying for them. This is NOT requiring that you pay for something.

IMPORTANT NOTICE

- I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.

Complete Registration

After registration, click on the “Western Washington University” box to show the courses that you selected. Click the course link to begin.



Main Menu / My Courses

✔ Your registration has been completed successfully.

- ▶ Western Washington University Courses
- ▶ Affiliate With Another Institution
- ▶ Affiliate as an Independent Learner



▼ Western Washington University Courses		
Course ?	Status ?	Completion Record ?
Social & Behavioral Research - Basic/Refresher	Not Started	Not Earned

My Learner Tools for Western Washington University

- ➊ Add a Course
- ➋ Remove a Course
- ➌ View Previously Completed Coursework
- ➍ Update Institution Profile
- ➎ View Instructions page
- ➏ Remove Affiliation