How to Register and Take Courses with the CITI Program

Vermont State College System

1. REGISTER

- You will need to register to create a CITI account. Go to https://www.citiprogram.org/login, then click on the REGISTER tab.

- Choose "Select Your Organization Affiliation" and enter **Vermont State Colleges System** in the box.

- Once you've agreed to the terms of service and the privacy policy and affirmed that you're affiliated with the Vermont State Colleges System, you will be able to create your CITI username and password.

2. CHOOSE COURSES

As part of the registration process, you will be asked a series of questions to determine which courses you take.

NOTE FOR STUDENTS: You will probably be asked to complete one of the following:

- Basic Human Subjects Research (Question 1) – Select either Biomedical Research or Social & Behavioral Research, whichever is most applicable. Do not select the option for IRB members.

- Responsible Conduct of Research (Question 7) - Select the most applicable category (Biomedical, Engineering, Humanities, Physical Science, or Social & Behavioral.)

- Conflicts of Interest (Question 8)

Don't select any other options without discussing with your faculty member or research coordinator first.

3. LOG IN

- Once you have a CITI account, click on the LOG IN tab and enter your username and password. (Do NOT choose the "Log In Through My Organization" option.)

- This takes you to the COURSES page. From here, select **Vermont State Colleges System** and click on VIEW COURSES. This shows available courses for you to take, as well as completed courses.

- You can choose ADD A COURSE or REMOVE A COURSE if you need to change your course selections.

4. TAKE A COURSE

Click the title of a course to begin or continue a course. To complete and pass a course, you must achieve the minimum passing grade on the quizzes.

5. VERIFYING COMPLETION

You may either print the completion report and give it to the appropriate party (such as your professor, the IRB chair, or the Office of Sponsored Projects) or you can copy the verification link and e-mail it to that person.

For more information, see CITI's Guide to Getting Started.