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

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

STUDENTS: Check with your faculty member or researcher if you are not sure which option(s) to take. Here are the courses taken most often:

To take the **Conflicts of Interest** training, answer "Yes" to Question 1:

Question 1

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

- ● Yes
- ○ No

To take the **Responsible Conduct of Research** training, choose the field most relevant to your research for Question 2.

Question 2

Responsible Conduct of Research

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

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

To take the **Safe Research Environments** training, answer Question 3:

Question 3

Safe Research Environments

Please make your selection for if you would like to take the Safe Research Environments course below.

- Safe Research Environments

There are also training modules on Information Privacy Security, Human Subjects Research, IRB, Public Health Research, Good Clinical Practice, and Laboratory Animal Research, so select the applicable modules for these questions.

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 "My 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 Programs) or you can copy the verification link and e-mail it to that person.

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