**Instructions to Register for Citi Training – Jefferson Students and Employees**

Go to <https://about.citiprogram.org/en/homepage/>

Go to the top of the page to the link: **LOG IN THROUGH MY INSTITUTION**

When the box appears to select your institution we are under Thomas Jefferson University

Use you campus key and Jefferson password as your user name and password instead of creating something new

**Follow the rest of the steps below to create your Citi account**

**Step 2** requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

You can use any email address to register but we recommend not using your organizational email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account if you use a non organizational email. This means you can keep the same account and transfer credit if you affiliate with a new organization.

While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

**Step 3** you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and which you can comfortably answer for the tech support team.

**Step 4** asks for your country of residence.

**Step 5** Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits. **MOST LEARNERS WILL SELECT NO** to this question. If you want CME Credits, you must pay out of your own pocket. Jefferson does not give CME credits for the mandatory IRB Trainings.

**Step 6** is organization specific. Each organization determines the fields listed on this page and what information is required or optional. Some organizations request very specific information such as an employee ID number or campus name. Any questions regarding the fields on this page should be directed to your organization's CITI Program administrator.

**Step 7** enrolls you in CITI Program courses. These questions are set up based on the organization specific courses. Please read each question carefully to ensure you are enrolled in the correct course.

**For Human Subject Research/IRB training, you will select your courses under Question #1, Human Subjects Research Enrollment.** Select either the Basic Biomedical Research Certification or Social and Behavioral Certification according to the research you are conducting. If you are being **certified under Biomedical Research Certification, you MUST also complete the Good Clinical Practice course (GCP).** Refreshers for all courses, including GCP, **must be updated EVERY THREE YEARS.**

**NOTE: Responsible Conduct of Research courses ARE NOT required for Jefferson’s IRB and will not be accepted as IRB Training.**

**After selecting your courses, click on Finalize Registration. Your learner account registration is complete.**

You will now be able to access the Main Menu of your account.

Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Group.

**\*If you already have a Citi account through another institution and need to make TJU an affiliate on your account, the link to add an affiliate institution is on the very first page when you log on. The link is at the bottom of the page shaded in blue. When you open the link, it will be a drawdown box and we are under Thomas Jefferson University.**

***Any questions regarding IRB Training, Please contact Katie Avender at extension 3-9820. This site is not supported by TJU’s IT Department. You must contact CITI with all technique issues. Their phone number is 1-888-529-5929. Thank you.***