1. ALL USERS: Go to the CITI home page at https://www.citiprogram.org.

NEW USERS WHO ARE GEORGIA TECH EMPLOYEES OR STUDENTS: Select “Log in via SSO” and enter your GT login and password. You will then be able to register with CITI.

NEW USERS WHO ARE NOT GEORGIA TECH EMPLOYEES OR STUDENTS (You have no GTID): Create a CITI account by selecting “Register.”

RETURNING USERS: GEORGIA TECH EMPLOYEES AND STUDENTS, log in with Single Sign On (SSO), which is your usual GT login. Non-GEORGIA TECH EMPLOYEES OR STUDENTS, log in with your CITI username & password.
2. **NEW USERS:** *Select Your Organization Affiliation by entering “Georgia Institute of Technology.”*  
*(NOTE: Do not affiliate as an independent learner; you will be asked to pay for those modules).*
3. **NEW USERS**: Enter your personal information on the following screens to establish a user profile. If you are a GT employee or student, please use your GT email address in your profile. If you are not a GT employee or student, enter your preferred email address.

**Personal Information**

- **First Name**: [Input field]
- **Last Name**: [Input field]
- **Email Address**: [Input field]
- **Verify email address**: [Input field]

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**: [Input field]
- **Verify secondary email address**: [Input field]

**Gender, Ethnicity and Race**

- **I identify my Gender as**:  
  - Female
  - Male
  - Transgender or Other
  - Prefer not to answer

- **I identify my Ethnicity as**:  
  - Hispanic or Latino
  - Not Hispanic or Latino
  - Prefer not to answer

- **I identify my Race as**: (you may select more than one)
  - American Indian or Alaska Native
  - Black or African American
  - Asian
  - Native Hawaiian or Other Pacific Islander
  - White
  - Prefer not to answer

GT employees/students, use your GT email address in your profile.

NON-GT employees/students, enter your preferred email address.
NEW USERS: You may elect to receive Continuing Education Unit (CEU) credits here.

* 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 professionals 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

If you picked "YES", please check below the one type of credit you would like to earn

[ ] MDs, DOs, FAs - AMA-PRA Category 1 Credits
[ ] 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
5. **NEW USERS**: Complete your personal profile. Note that Georgia Tech does not require that you enter your personal address here.

If you do not have a GTID, enter “none.”

**NOTE**: Georgia Tech does not require that you enter your personal address here.
6. **SELECT MODULES:** Click “Human Subjects Research”

   ![Select Curriculum Below](image)

   - **HUMAN SUBJECTS RESEARCH:**
     - I will conduct research with human subjects, I will be working on a study that requires Institutional Review Board (IRB) oversight. My activities may include research with live human beings, with human tissue samples, with online or in-person surveys or questionnaires, with archival patient data derived from human beings, or other interactions.

   - **VERTEBRATE ANIMAL USERS:**
     - I will conduct research or other scholarly activities using vertebrate animals. I will be working on a study that requires Institutional Animal Care & Use Committee (IACUC) oversight. I will conduct research or teaching activities utilizing vertebrate animals or tissues derived from live vertebrate animals.

   - **RESPONSIBLE CONDUCT OF RESEARCH:**
     - I am required to complete Responsible Conduct of Research (RCR) online training due to Georgia Tech's Institutional RCR policies or because I am funded by a grant/project which requires that I complete RCR training.

7. **SELECT THE BASIC OR REFRESHER COURSE:**

   - **If you have not** completed the Basic Course, select NO so that the full set of modules will be assigned to you.
   - **If you have** completed the Basic Course and just need the Refresher Course, select YES. If you select the Refresher Course but have not completed the Basic Course, the IRB will require that you go back and complete the Basic Course. For assistance, contact the Office of Research Integrity Assurance at 404.894.6944, 404.894.6942, 404.385.2175, or via email to irb@gatech.edu.

   ![In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects](image)

   - **Choose one answer:**
     - NO. I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

     - Yes. I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

   **Note:** Before you choose this Refresher Course, make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course, the IRB will require that you come back to the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).
8. SELECT “BIOMEDICAL” or “SOCIAL / BEHAVIORAL.” Those planning to conduct clinical research should choose Group 1, Biomedical. Select group 3 if you need to complete the Institutional Review Board (IRB) member course.

* Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer
- Group 1: Biomedical research Investigators and Key Personnel
- Group 2: Social/Behavioral Research Investigators and Key Personnel
- Group 3: IRB Members

9. GOOD CLINICAL PRACTICE (GCP): Select “N/A” unless required by the funding agency, your department, or due to the type of proposed research.

* If you want to take Good Clinical Practice (GCP) please make your selection below.

Choose one answer
- Good Clinical Practice (GCP)
- N/A

10. Health Information Privacy and Security (HIPS): Select “N/A” unless required by the funding agency, your department, or due to the type of proposed research.

* If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

Choose one answer
- CTI Health Information Privacy and Security (HIPS) for Biomedical Research Investigators
- N/A
11. REGISTRATION IS ALMOST DONE! Select “Finalize registration.”

12. Click on “GEORGIA INSTITUTE OF TECHNOLOGY COURSES.” Your new courses will appear on your main CITI page. Click on any module title to begin. GOOD LUCK!

FOR FURTHER ASSISTANCE

Contact
The Office of Research Integrity Assurance
irb@gatech.edu
404-894-6942
404-385-2175