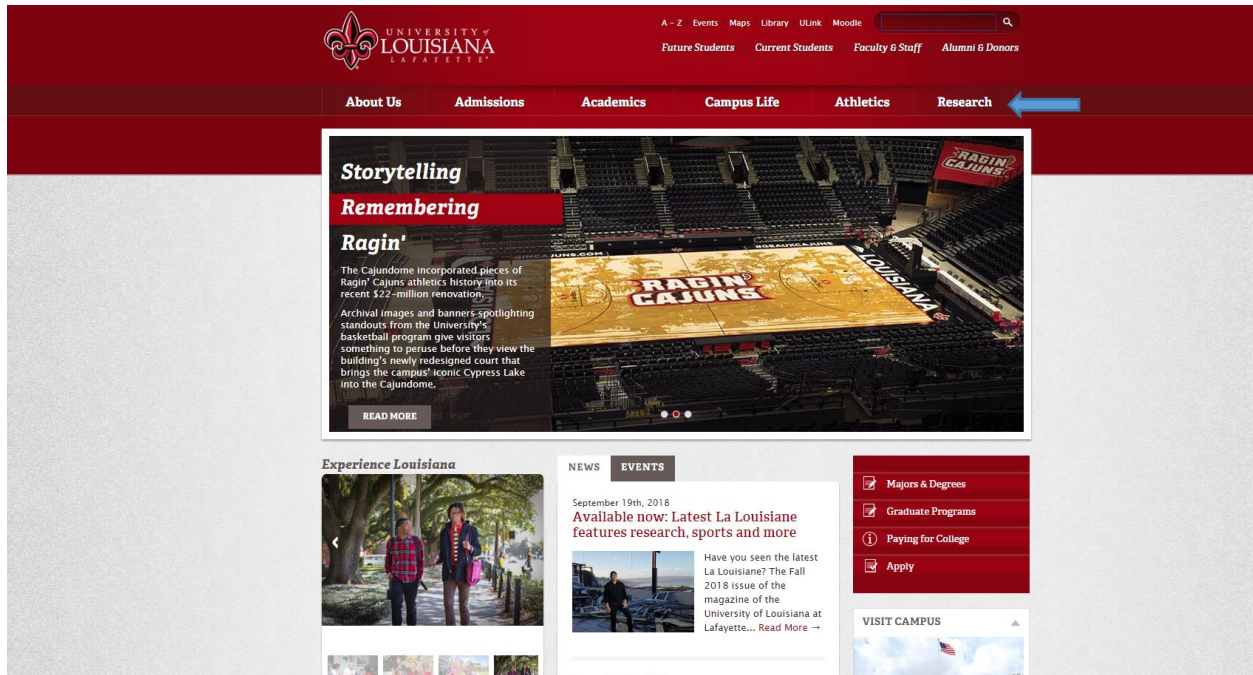


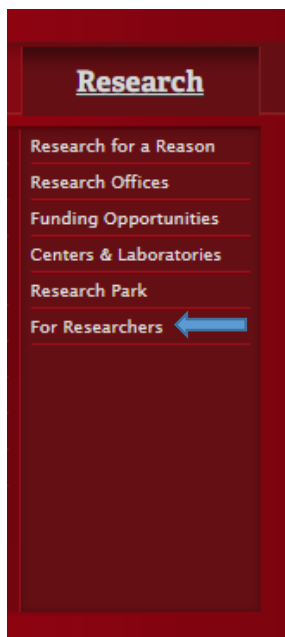
CITI Program Registration Instructions

Go to <https://louisiana.edu/>

Step 1: hover your mouse over Research



Step 2: Click on For Researchers



Step 3: Hover your mouse over Research Integrity



Step 4: Click on Institutional Review Board



Step 5: Scroll down to Training

Training

Please note – The National Institutes of Health (NIH) "Protection of Human Research Subjects" is **no longer available**.

You must take the human subject research training through the [Collaborative Institutional Training Initiative at the University of Miami \(CITI\)](#).

First time users of the CITI training will need to register. Click the white "Register" button at the top of the page.

You will be prompted to create a username and password.

In the blank on the page to "find your organization", type "University of Louisiana at Lafayette" (which will self-populate)

Agree to terms of use and select confirmation of the school affiliation.

Continue to step 3 where you will select "University of Louisiana at Lafayette Courses"

On the courses page, Questions 1–7 should be answered "not at this time" or left blank unless you would like to view a course.

In question 8, select "Social and Behavioral Conduct of Research". There are 9 modules to complete in the course.


Note - you may update your course selections later by clicking the "add a course button at the bottom of your "My Courses" page. The Responsible Conduct of Research Training could be very useful for starting discussions in Research Ethics classes.

There is no charge to faculty, staff, or students to use this material.

Step 6: Click on CITI

Training

Please note – The National Institutes of Health (NIH) "Protection of Human Research Subjects" is **no longer available**.

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On the courses page, Questions 1–7 should be answered "not at this time" or left blank unless you would like to view a course.

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There is no charge to faculty, staff, or students to use this material.

Step 7: Click on Register

CITI PROGRAM

Subscriptions ▾ Courses ▾ Resources Support ▾ Register Log In

+1 888.529.5929 English ▾

Research Ethics and Compliance Training

- Bioethics** (NEW)
Gain a contemporary understanding about major bioethics concepts, principles, and issues.
View Course
- Revised Common Rule** (NEW)
Review the Final Rule updates to the Common Rule with this comprehensive course.
View Course
- Essentials of Statistical Analysis**
Learn about or brush up on statistical analysis.
View Courses
- CRC Foundations & CRC Advanced**
Expand your knowledge base through foundational and advanced training.
View Courses

Step 8

- Type in the Search Bar: University of Louisiana at Lafayette
- Check both check boxes below it
- The click Continue To Create Your CITI Program Username/Password

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

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. ⓘ

University of Louisiana at Lafayette

University of Louisiana at Lafayette 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 University of Louisiana at Lafayette.

Continue To Create Your CITI Program Username/Password

Step 9

- Type in your first and last name
- Next type in your school email address
- Then a secondary email address to be able to recover your account if you forget your password. If you don't have a secondary email, then leave blank.
- Then click Continue to Step 3

The screenshot shows the registration interface for the Citi Program at the University of Louisiana at Lafayette. At the top, the Citi Program logo is on the left, and a language dropdown menu is on the right. Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (which is underlined). A blue header bar contains the text "CITI - Learner Registration - University of Louisiana at Lafayette". Below this bar, a progress indicator shows "Steps: 1 2 3 4 5 6 7", with the number "2" highlighted in a blue box. The main content area is titled "Personal Information" and contains a red asterisk note: "* indicates a required field." There are four input fields arranged in two rows. The first row has "* First Name" and "* Last Name" fields, with a blue arrow pointing to the "Last Name" field. The second row has "* Email Address" and "* Verify email address" fields, with a blue arrow pointing to the "Verify email address" field. Below these fields is a paragraph of text: "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." The third row has "Secondary email address" and "Verify secondary email address" fields, with a blue arrow pointing to the "Verify secondary email address" field. At the bottom left, there is a blue button labeled "Continue To Step 3" with a blue arrow pointing to it from the right.

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - University of Louisiana at Lafayette

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

Step 10

- Enter in your username, password, and select a security question to answer.
- Click Continue to step 4

The screenshot shows the registration page for the CITI PROGRAM at the University of Louisiana at Lafayette. The page title is "CITI - Learner Registration - University of Louisiana at Lafayette". The progress bar indicates 7 steps, with step 3 highlighted. The main heading is "Create your Username and Password".

Instructions: *** 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.

Fields with arrows pointing to them:

- * User Name
- * Password
- * Verify Password
- * Security Question (dropdown menu)
- * Security Answer

NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

Continue To Step 4

Step 11

- Enter in your Country of residence
- Click Continue to step 5

The screenshot shows the registration page for the CITI PROGRAM at the University of Louisiana at Lafayette. The page title is "CITI - Learner Registration - University of Louisiana at Lafayette". The progress bar indicates 7 steps, with step 4 highlighted.

Instructions: *** 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.

Field with arrow pointing to it: United States

Continue To Step 5

Step 12

- Check yes or no if you want to receive Continuing Education Unit credit for completed CITI Program Courses
- If you picked yes, check what type of credit you would like to earn. If you chose no, skip this step
- Check yes or no if you want to participate in research surveys at a later date
- Check yes or no if you want to be contacted with marketing information at a later date
- Click Continue to step 6

CITI - Learner Registration - University of Louisiana at Lafayette

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

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

Step 13

- Only the fields of institutional Email Address, Department, and Role in Research are required to fill out. The other fields are optional.
- Click Continue to step 7

English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

CITI - Learner Registration - University of Louisiana at Lafayette
Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by University of Louisiana at Lafayette.

* indicates a required field.

Language Preference
English ▾

*** Institutional Email Address**
 ←

Gender
Male ▾

Highest Degree
 ▾

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](#)

Step 14

- Select Not at this time or no for All Questions except Question Number 8. You need to select
- Leave question 6 blank
- After you finish answering the questions, you should select the complete Registration button.

English -



[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

CITI - Learner Registration - University of Louisiana at Lafayette

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

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 University of Louisiana at Lafayette 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

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time. ←

* Question 2

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No ←

Question 3

CITI US Export Control

Please make your selection below to receive the CITI US Export Control Regulations course.

Choose one answer


- CITI Export Controls
- Not at this time. ←

Question 4

Biosafety/Biosecurity

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training
- Dual Use Research of Concern (DURC)
- Not at this time. 

Question 5

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

Choose all that apply

- Health Information Privacy and Security (HIPS) Course - Information for Clinicians
- Health Information Privacy and Security (HIPS) Course - Information for Investigators
- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Health Information Privacy and Security (HIPS) Course - Information for Fundraisers
- Health Information Privacy and Security (HIPS) Course - Information for Marketers
- Not at this time. 

Question 6

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- Institutional Official: Animal Care and Use
- IACUC Community Member
- Antibody Production
- If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Choose the appropriate species specific electives depending on your work or interests.

- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Frogs, Toads or other Amphibians
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- Working With Ferrets in Research Settings
- I work with Rabbits, Family: Leporidae
- I work with Fish
- I work with Cats
- I work with Dogs
- I work with Swine
- I work with Non-Human Primates (NHP)
- Working With Animals in Biomedical Research - Refresher Course

← Leave Blank

* Question 7

Would you like to take the IRB Chair course?

Choose one answer

- Yes
- Not at this time. ←

Question 8

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 all that apply

- Social & Behavioral Research Investigators ←
- Basic Additional Modules of Interest

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

Step 15: Complete Registration

- Click on Finalize Registration



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration

Welcome to the CITI Program. Your registration with University of Louisiana at Lafayette is complete.

[Finalize Registration](#)



[Need Help? Support Center](#)