CITI Training Registration

PNWU's educational training program in human subject research is provided by the Collaborative Institutional Training Initiative (CITI). Most certifications are *valid for four years from the date of completion*.

STEP 1 – Register New User or Add PNWU to Existing Account

If you have never taken a CITI training course:

➢ Go to https://www.citiprogram.org and click on the "**Register**" button located at the top on the login page.

➢ Select Your Organization Affiliation - start typing "Pacific" and choose "Pacific Northwest University of Health Sciences" institution from the search box.

Check the "I AGREE to the terms of Service" and "I AFFIRM that I am an affiliate of Pacific Northwest University of Health Sciences" boxes.

Click: *Continue to Create Your CITI Program Username/Password and Security questions.*

➢ Enter your personal information (first and last name) along with your **PNWU** email address (OR an alternate email address if you do not have a PNWU email address). Note: Type your name here as you would like it to appear on your completion certificate.

Secondary email address is not required; however, it is encouraged.

Click: *Continue to Step 3.*

➢ Choose a username, password, and security question.

Click: *Continue to Step 4.*

➢ Enter your Country of Residence (e.g., "United States") and select whether you would like to receive marketing messages from CITI (not required).

Click: *Finalize Registration.*

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- **Optional: I**f you wish to receive CE credits, you will need to fill out the information in this section. PNWU will not pay for CE credits.

  Click: *Submit*

Skip to **STEP 2: Demographic Information**

If you already have a CITI account from another institution:

- Go to https://www.citiprogram.org and click on the "**Log In**" button located at the top on the home page.

- Log in using your **CITI username and password**. If your institution uses Single Sign-On, select "Log in Through My Organization".
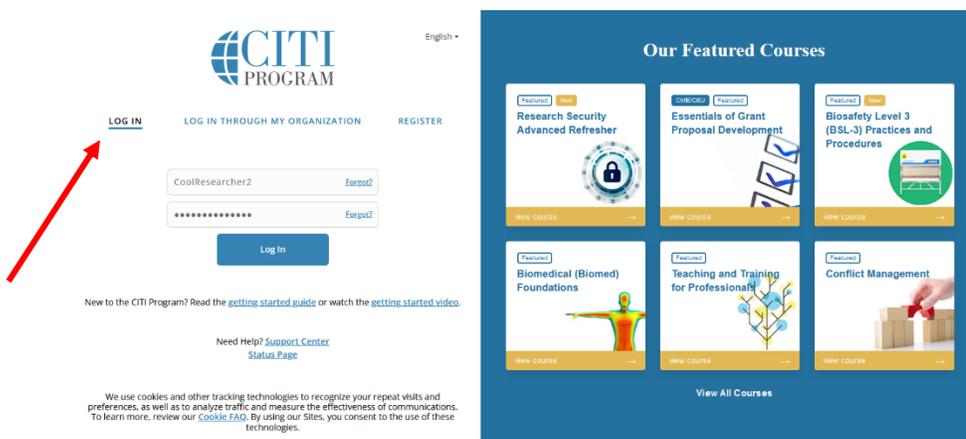
➤ Click on the "**Add Institutional Affiliation**" link under the "**Welcome, *first name***" message.

➤ In the search box provided, start typing "Pacific" and choose "Pacific Northwest University of Health Sciences". (NOTE: PNWU does not use Single Sign-On)

Check the "I AGREE to the terms of Service" and "I AFFIRM that I am an affiliate of Pacific Northwest University of Health Sciences" boxes.

Click: *Continue*

STEP 2 – Demographic Information

Most of the demographic information requested is strictly voluntary (required fields have a red asterisk).

➤ For *department* you can put your program (e.g., College of Medicine; MAMS, School of Physical Therapy) or "External" if you are an external collaborator.

For your *role*, select the choice most applicable to you (Student Researcher, Principal Investigator, Co-Investigator, IRB Member, etc.)

Click: *Next*

STEP 3 – Select Curriculum

Please read each question on the **Select Curriculum** page carefully to ensure you are enrolled in the correct course(s). Your answers will determine the training modules assigned to you, but you can come back to this page to add more courses at any time.

Note on Question 1: Human Subjects Research Protections – This course is **required** for all investigators and study personnel who will be listed on any human subjects research applications to PNWU's Institutional Review Board (IRB).

If you are unsure whether a particular training applies to you, please reach out to the Office of Scholarly Activity (osa@pnwu.edu) for assistance.

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