



## Principal Investigator Registration Instructions

Click on “register” button in the upper right corner of the CITI Program website.



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# Free resources on Final Rule

CITI Program has developed resources to educate the research community on the Common Rule revisions before they take effect in January 2018.

[View Final Rule Resources](#)

What's new

CE certified courses

Featured Resource

Independent Learners

At step 1, enter “University of Wisconsin” and choose the University of Wisconsin Green Bay (type somewhat slow so a drop down menu appears).

### CITI - Learner Registration

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

You must make a selection below.

### Select Your Organization Affiliation

Search for organization: Enter full or partial name ⓘ

university of wiscon

- University of Wisconsin - Extension
- University of Wisconsin - Green Bay**
- University of Wisconsin - Milwaukee
- University of Wisconsin - Parkside
- University of Wisconsin Oshkosh
- University of Wisconsin-La Crosse
- University of Wisconsin-Platteville
- University of Wisconsin-River Falls
- University of Wisconsin-Stevens Point
- University of Wisconsin-Superior
- University of Wisconsin-Whitewater

of choices provided. If the selection is  
ection and try again, click the "Search


Click the box before “I AGREE to the Terms of Service...” Click “Continue To Step 2.”

CITI - Learner Registration

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

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name 

University of Wisconsin - Green Bay

[Can't find your institution? It may use Single Sign On. Check here.](#)

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

☐ I AGREE to the Terms of Service for accessing CITI Program materials.

Continue To Step 2

At step 2, enter your name and **UWGB email address**. Click “Continue To Step 3.”

CITI - Learner Registration - University of Wisconsin - Green Bay

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

At step 3, create username, password, and security question and answer. Note: This password will not change with the UW Green Bay password reset process. Click “Continue To Step 4.”

CITI - Learner Registration - University of Wisconsin - Green Bay

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

Create your Username and Password

\* 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.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password

\* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* Security Question

\* Security Answer

Continue To Step 4

At step 4, type in your country of residence. Click “Continue To Step 5.”

CITI - Learner Registration - University of Wisconsin - Green Bay

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

\* 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.

Continue To Step 5

At step 5, most individuals will select “no” for all questions. Click “Continue To Step 6.”

CITI - Learner Registration - University of Wisconsin - Green Bay

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

At step 6, you only need to fill in the required fields. Institutional email address, department, and role in research. Click “Continue To Step 7.”

CITI - Learner Registration - University of Wisconsin - Green Bay

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Wisconsin - Green Bay

\* Indicates a required field.

Language Preference

\* Institutional Email Address

Gender

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

At step 7, select the appropriate learner group in Question 6: Biosafety/Biosecurity. Click “Complete Registration.”

CITI - Learner Registration - University of Wisconsin - Green Bay

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.

Question 1

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 one answer

☐ Social, Behavioral or Educational Research Investigators: For investigators primarily involved in social, behavioral or educational research with human subjects.

☐ Biomedical Research Investigators: For investigators primarily involved in biomedical research with human subjects.

☐ Research with data or laboratory specimens: For investigators primarily involved with research that does NOT involve direct contact with human subjects.

☐ IRB Committee Members: For IRB Committee members.

☐ Students

☐ Not at this time.

Question 2

Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

Choose all that apply

☐ Institutional/Signatory Officials

☐ IRB Chair

Question 3

Responsible Conduct of Research

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

Choose one answer

☐ Responsible Conduct of Research for Biomedical Researchers

☐ Responsible Conduct of Research for Engineering Researchers

☐ Responsible Conduct of Research for Humanities Researchers

☐ Responsible Conduct of Research for Physical Science Researchers

☐ Responsible Conduct of Research for Social and Behavioral Researchers

☐ Not at this time.

Question 4

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

Choose one answer

☐ Yes

☐ No

Question 5

Laboratory Animal Research

Choose all that apply

☐ Investigator conducting research with animals

☐ IACUC Members

☐ IACUC Chair

☐ Institutional Officials

☐ 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 Frogs, Toads or other Amphibians

☐ I work with Mice, Family: Muridae Cricetidae

☐ I work with Rats, Genus: Rattus

☐ I work with Hamsters, Family: Muridae

☐ I work with Gerbils

☐ I work with Guinea Pigs

☐ I work with Rabbits, Family: Leporidae

☐ I work with Cats

☐ I work with Dogs

☐ I work with Swine

☐ I work with Horses

☐ I work with Cattle

☐ I work with Sheep & Goats

☐ I work with Non-Human Primates (NHP)

☐ I work with Fish

☐ I work with Zebrafish

☐ Wildlife Research

## Question 6

### Biosafety/Biosecurity

Please make your selection(s) below to enroll the Biosafety/Biosecurity Course.

Choose all that apply

- ☐ Researcher Conducting Research Requiring IBC Review
- ☐ Institutional Biosafety Committee Chair Training
- ☐ Shipping and Transport of Regulated Biological Materials
- ☐ OSHA Bloodborne Pathogens
- ☐ Select Agents, Biosecurity and Bioterrorism
- ☐ Research Involving Recombinant or Synthetic Nucleic Acid Molecules
- ☐ Nanotechnology
- ☐ Institutional Biosafety Committee Member
- ☐ Dual Use Research of Concern (DURC)
- ☐ USDA Permits

Submit

Once you click complete registration, you should see the page below. Click “Finalize Registration”

#### CITI - Learner Registration

Welcome to the CITI Program. Your registration with **University of Wisconsin - Green Bay** is complete.

Finalize Registration

Clicking “Finalize Registration” Should bring you back to the Main Menu. You have registered for the CITI Program! From here, if you need help completing your course, see the “Completing the CITI Course Instructions.”