

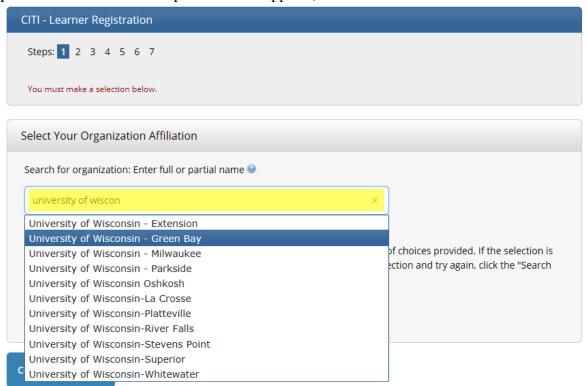
Principal Investigator Registration Instructions

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





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



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 Affiliati	ion	
Search for organization: Enter full or	r partial name ⁽⁹⁾	
University of Wisconsin - Green Ba	ау	
Can't find your institution? It may use Sir	ngle Sign On. Check here.	
_	name in the box above, then pick from the list of choices provided. If the selection is 2" button immediately below. To clear your selection and try again, click the "Search	
☐ I AGREE to the Terms of Service f	for accessing CITI Program materials.	
CITI - Learner Registration - University Steps: 1 2 3 4 5 6 7	d UWGB email address. Click "Continue To Step 3." ersity of Wisconsin - Green Bay	
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		
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		

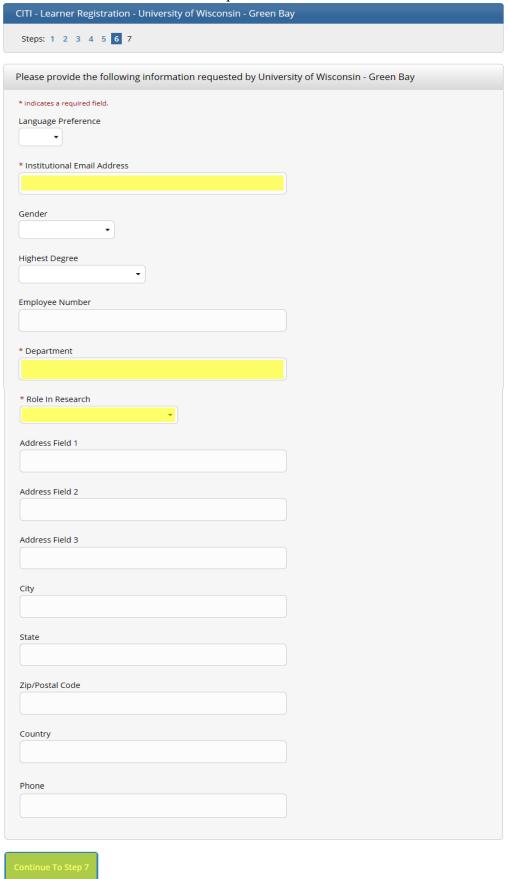
At step 4, type in your country of residence. Click "Continue To Step 5."

+, type in your country of residence. Chek Continue 10 Step 3.
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., "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.
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
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
O MDs, DOs, PAs - AMA PRA Category 1 Credits TM
O Psychologists – APA Credits O Nurses – ANCC CNF
Other Participants – Certificates of Participation
O 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

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."



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

Steps: 1 2 3 4 5 6 7 Select Curriculum 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. 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. O Social, Behavioral or Educational Research Investigators; For investigators primarily involved in social, behavioral or educational research with human subjects. O Biomedical Research Investigators: For investigators primarily involved in biomedical research with human subjects. O Research with data or laboratory specimens: For investigators primarily involved with research that does NOT involve direct contact with human subjects.

O IRB Committee Members: For IRB Committee members, O Not at this time. Institutional/Signatory Officials & IRB Chair ☐ Institutional/Signatory Officials ☐ IRB Chair Responsible Conduct of Research Please make your selection below to receive the courses in the Responsible Conduct of Research O Responsible Conduct of Research for Biomedical Researchers O Responsible Conduct of Research for Engineering Researchers O Responsible Conduct of Research for Physical Science Researchers O Responsible Conduct of Research for Social and Behavioral Researchers Question 4 Conflicts of Interest (COI) Laboratory Animal Research $\hfill\square$ Investigator conducting research with animals ☐ IACUC Members ☐ 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. \square 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 Dogs ☐ I work with Swine

> ☐ I work with Cattle ☐ I work with Sheep & Goats ☐ I work with Non-Human Primates (NHP)

☐ I work with Fish ☐ 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		

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."