**Starting Your CITI Training**

**Step 1:**
Go to the [CITI Program Login webpage](#). If you have not created an account through SUNY Oswego, click on the “register” icon.

**Step 2:**
Identify the organization through which you are registering (SUNY – College of Oswego). Once you start typing “SUNY” a list of all SUNY institutions will begin to populate, be sure to choose “College of Oswego.” Additionally, be sure to click each checkbox highlighted below before continuing.
**Step 3:**

Enter the required personal information. Be sure to use your SUNY Oswego email address for this step. Only use your personal email as a secondary email, if you choose to provide one.

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.

**Step 4:**

Even though CITI asks you to create a username, it is best that you use your Oswego email address as the username so that it is easy for CITI administrators to identify your information, if you were to encounter difficulties logging in during future sessions. Make sure your password is something that you can remember. The required security question can be anything of your choosing.
Step 5:
Select the country where you live while you are teaching at Oswego. If you add “USA”, United States will automatically populate within a dropdown list.

Step 6:
Completing the CITI training for the purpose of research or to sit on a committee is free for you as a member of the SUNY Oswego community. However, through the CITI program, you can pay to earn Continuing Education (CE) credits. Unless you would like to sign up for these CE credits choose “No” in this section.
Step 6 (cont.)

The following questions are required, choose which option you would prefer.

- 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 7:

Only the following questions that are marked with an * are required to proceed. You can choose to provide any additional information in this section.

Please provide the following information requested by SUNY - College of Oswego

- Language Preference
  -

- * Institutional Email Address
  - [Input Field]

- Gender
  - [Input Field]

- Highest Degree
  - [Input Field]

- Employee Number
  - [Input Field]

- * Department
  - [Input Field]

- Role In Research
  - [Input Field]
Step 7 (cont.)

All of this information is not required to proceed. If you do choose to provide it, you can use your SUNY Oswego contact information for these fields.

Step 8:

The following question is what helps to populate the initial CITI courses that you will be provided with.

If you are working with human subjects, you should choose:

- Human Subjects Research
- Responsible Conduct of Research
- Revised Common Rule

* To enable the software to present the appropriate coursework for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

Choose all that apply

- ☐ Conflicts of Interest
- ☑ Human Subjects Research
- ☐ Health Information Privacy and Security (HIPPS)
- ☑ Responsible Conduct of Research (RCR)
- ☐ Lab Animal Research
- ☐ CRC Foundations
- ☑ Revised Common Rule
Step 8 (cont.)

If you are working with animals, you should choose:

- Responsible Conduct of Research
- Lab Animal Research

Step 9:

Based on your selections, a list of classes will populate. Select the one that best suits your needs. This page will not let you choose more than one if needed. Don’t worry, you will be able to add additional courses within the next few steps.
Step 10:
Once you have chosen your required course, you will be asked to finalize your registration.

![Finalize Registration]

Step 11:
Once you have finalized your registration, you will be brought to the page below. Click on the drop down menu “SUNY – College of Oswego Courses” to view the courses you have selected.

If all of your required courses do not initially populate, you can “Add a Course” within this menu and follow the next steps.
Step 12:
Once you click on “Add a Course” you will be brought to a page similar to the initial questionnaire. From here you would select the subject matter in which your training is required.

Step 13:
Once again, you will only be able to select one course at a time.
Step 14:
Repeat the process of adding a course until you have accumulated all of your required courses on your home screen.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Data or Specimens Only Research - Basic/Refresher</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>Biomedical Research - Basic/Refresher</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>Biomedical Responsible Conduct of Research</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>IRB Members - Basic/Refresher</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>Revised Common Rule</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>Social &amp; Behavioral Research - Basic/Refresher</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>Social and Behavioral Responsible Conduct of Research</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
<tr>
<td>Students - Class projects</td>
<td>Not Started</td>
<td>Not Earned</td>
</tr>
</tbody>
</table>

If you have any questions or difficulties with the CITI Training process, please contact:

Marcus Durso
Research Committee Coordinator
marcus.durso@oswego.edu
315-312-2885

See below for the list of required CITI courses for all researchers and research committee members.
### List of Required Courses

<table>
<thead>
<tr>
<th>Animal Researcher</th>
<th>IACUC Committee Member</th>
<th>Human Subjects Researcher</th>
<th>HSC Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
</tr>
<tr>
<td>Working with Animals in the Wild</td>
<td>IACUC Members</td>
<td>Only if your NIH certificate has not expired (3 years):</td>
<td>IRB Members - Basic/Refresher</td>
</tr>
<tr>
<td>Or</td>
<td>IACUC Community Members</td>
<td>Revised Common Rule</td>
<td></td>
</tr>
<tr>
<td>Working with Animals in the Lab</td>
<td></td>
<td>And, if you are a student or a faculty member working with students:</td>
<td></td>
</tr>
<tr>
<td><strong>And</strong></td>
<td></td>
<td>Students - Class projects</td>
<td></td>
</tr>
<tr>
<td><strong>Choose from the following courses based upon your line of research:</strong></td>
<td><strong>Suggested:</strong></td>
<td><strong>Required:</strong></td>
<td><strong>Suggested:</strong></td>
</tr>
<tr>
<td>Working with Amphibians in Research Settings</td>
<td>Working with Animals in the Wild</td>
<td>If your NIH Certificate has expired, choose from one the following courses based upon your line of research*:</td>
<td>Students - Class projects</td>
</tr>
<tr>
<td>Working with Animals in Biomedical Research - Refresher Course</td>
<td>Working with Animals in the Lab</td>
<td></td>
<td>Social &amp; Behavioral Research - Basic/Refresher</td>
</tr>
<tr>
<td>Working with Cats in Research Settings</td>
<td></td>
<td></td>
<td>Social and Behavioral Responsible Conduct of Research</td>
</tr>
<tr>
<td>Working with Dogs in Research Settings</td>
<td></td>
<td></td>
<td>Biomedical Data or Specimens Only Research - Basic/Refresher</td>
</tr>
<tr>
<td>Working with Ferrets in Research Settings</td>
<td></td>
<td></td>
<td>Biomedical Research - Basic/Refresher</td>
</tr>
<tr>
<td>Working with Gerbils in Research Settings</td>
<td></td>
<td></td>
<td>Biomedical Responsible Conduct of Research</td>
</tr>
<tr>
<td>Working with Guinea Pigs in Research Settings</td>
<td></td>
<td></td>
<td>Humanities Responsible Conduct of Research</td>
</tr>
<tr>
<td>Working with Hamsters in Research Settings</td>
<td></td>
<td></td>
<td>CITI Health Information Privacy and Security (HIPS) for Investigators or Research Administrators</td>
</tr>
<tr>
<td>Working with Mice in Research</td>
<td></td>
<td></td>
<td><strong>CITI Health Information Privacy and Security (HIPS) for Students and Instructors</strong></td>
</tr>
<tr>
<td>Working with Non-Human Primates in Research Settings</td>
<td></td>
<td></td>
<td><strong>Taking the Revised Common Rule course is not required after completing one of these courses.</strong></td>
</tr>
<tr>
<td>Working with Rabbits in Research Settings</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>