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. Additionally, you may want to create your CITI Password to be the same as your LakerID password. This can help to avoid any confusion or having to remember multiple credentials for login purposes. 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

* Indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

Employee Number

* Department

Role In Research
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 course work 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
- [ ] Responsible Conduct of Research (RCR)
- [ ] Health Information Privacy and Security (HIPPS)
- [ ] 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.

![CITI - Learner Registration](image)

Your registration with SUNY - College of Oswego is complete.

**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.

![Main Menu / My Courses](image)

Your registration has been completed successfully.

- SUNY - College of Oswego Courses
  - Affiliate With Another Institution
  - Affiliate as an Independent Learner

If all of your required courses do not initially populate, you can “Add a Course” within this menu and follow the next steps.

![SUNY - College of Oswego Courses](image)

- Revised Common Rule
  - Status: Not Started
  - Completion Record: Not Earned

- Social & Behavioral Research - Basic/Refresher
  - Status: Not Started
  - Completion Record: Not Earned

- My Learner Tools for SUNY - College of Oswego
  - Add a Course
  - Remove a Course
    - View Previously Completed Coursework
    - Update Institution Profile
    - View Instructions page
    - Remove Affiliation

- Affiliate With Another Institution
- Affiliate as an Independent Learner
**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 once 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.

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>Revised Common Rule</td>
<td>IRB Members - Basic/Refresher</td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td>IACUC Community Members</td>
<td>(Students and faculty members who are co-PI on students’ projects)</td>
<td>Revised Common Rule</td>
</tr>
<tr>
<td>Working with Animals in the Lab</td>
<td></td>
<td>Students - Class projects</td>
<td>C.I.T.I. Health Information Privacy and Security (HIPS) for Investigators or Research Administrators</td>
</tr>
</tbody>
</table>

**Choose from the following courses based on your research:**

- Working with Amphibians in Research Settings
- Working with Animals in Biomedical Research - Refresher Course
- Working with Cats in Research Settings
- Working with Dogs in Research Settings
- Working with Ferrets in Research Settings
- Working with Gerbils in Research Settings
- Working with Guinea Pigs in Research Settings
- Working with Hamsters in Research Settings
- Working with Mice in Research
- Working with Non-Human Primates in Research Settings
- Working with Rabbits in Research Settings
- Working with Rats in Research Settings
- Working with Swine in Research Settings
- Biomedical Research - Basic/Refresher
- Biomedical Responsible Conduct of Research

<table>
<thead>
<tr>
<th>Suggested:</th>
<th>Choose from the following courses based on your research:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with Animals in the Wild</td>
<td>Social &amp; Behavioral Research - Basic/Refresher</td>
</tr>
<tr>
<td>Working with Animals in the Lab</td>
<td>Social and Behavioral Responsible Conduct of Research</td>
</tr>
<tr>
<td></td>
<td>Biomedical Data or Specimens Only Research - Basic/Refresher</td>
</tr>
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</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Humanities Responsible Conduct of Research</td>
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<td></td>
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</tr>
</tbody>
</table>

**Suggested:**

- Students - Class projects
- Social & Behavioral Research - Basic/Refresher