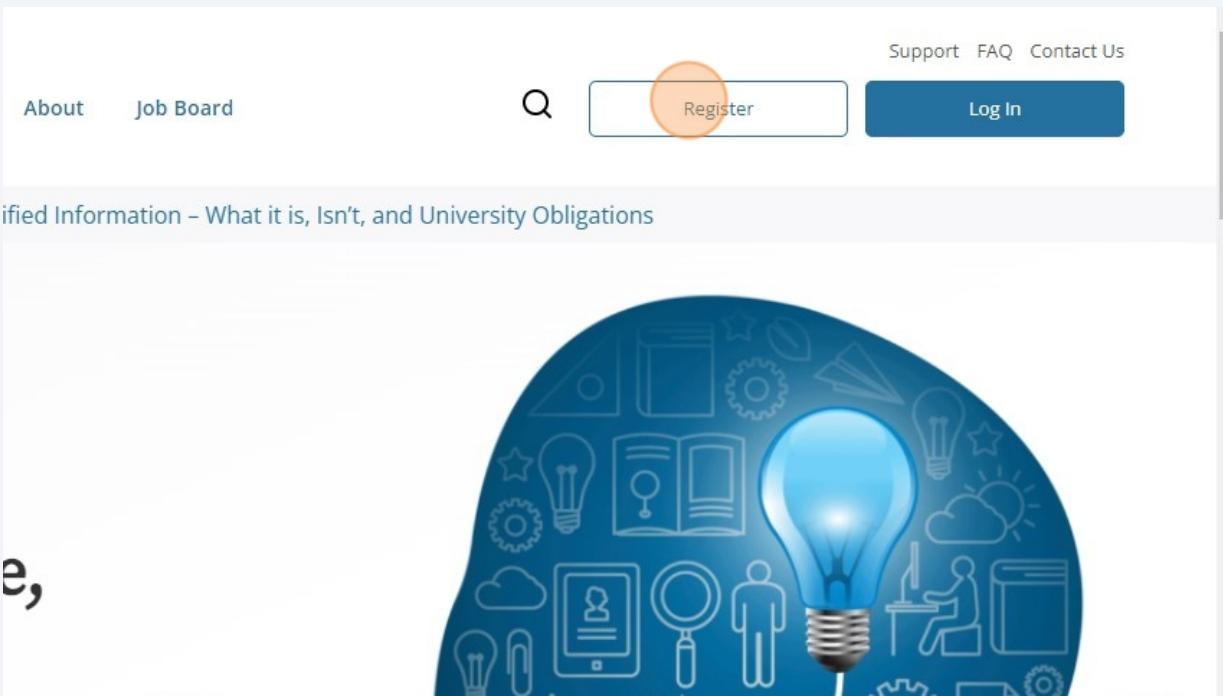
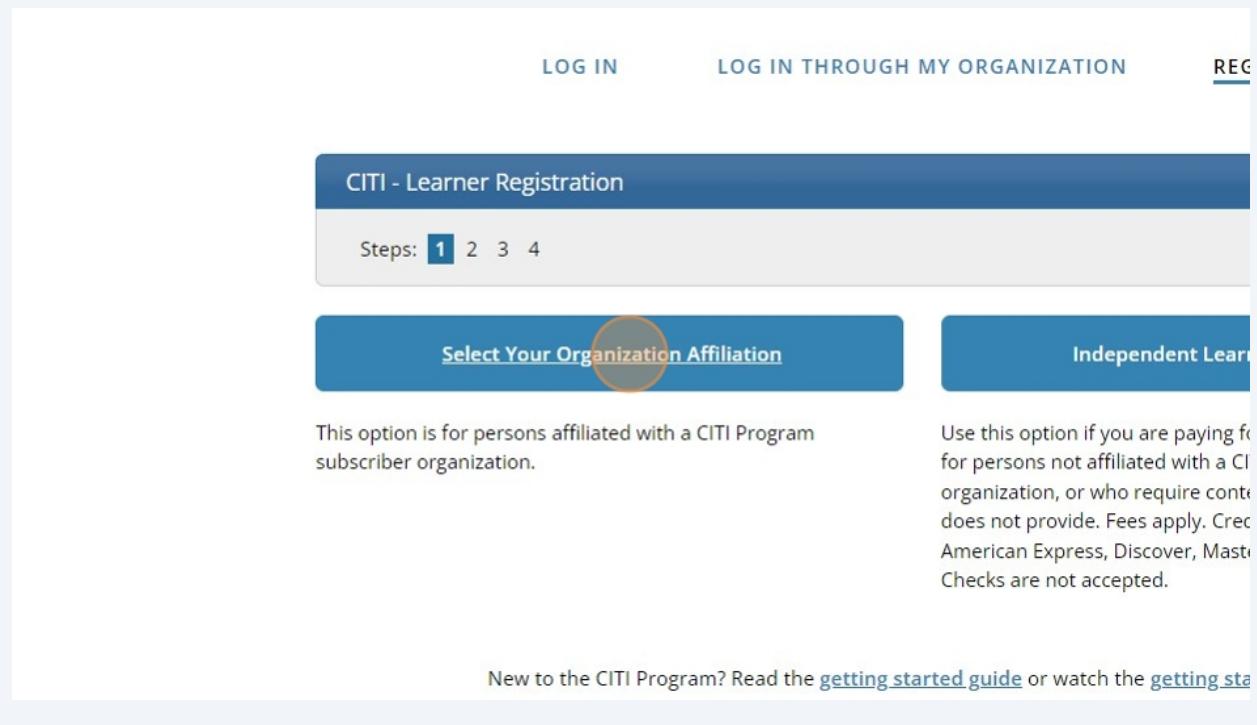


Register For CITI Program At Sam Houston State University

- 1 Navigate to <https://about.citiprogram.org/>
- 2 Click "Register"

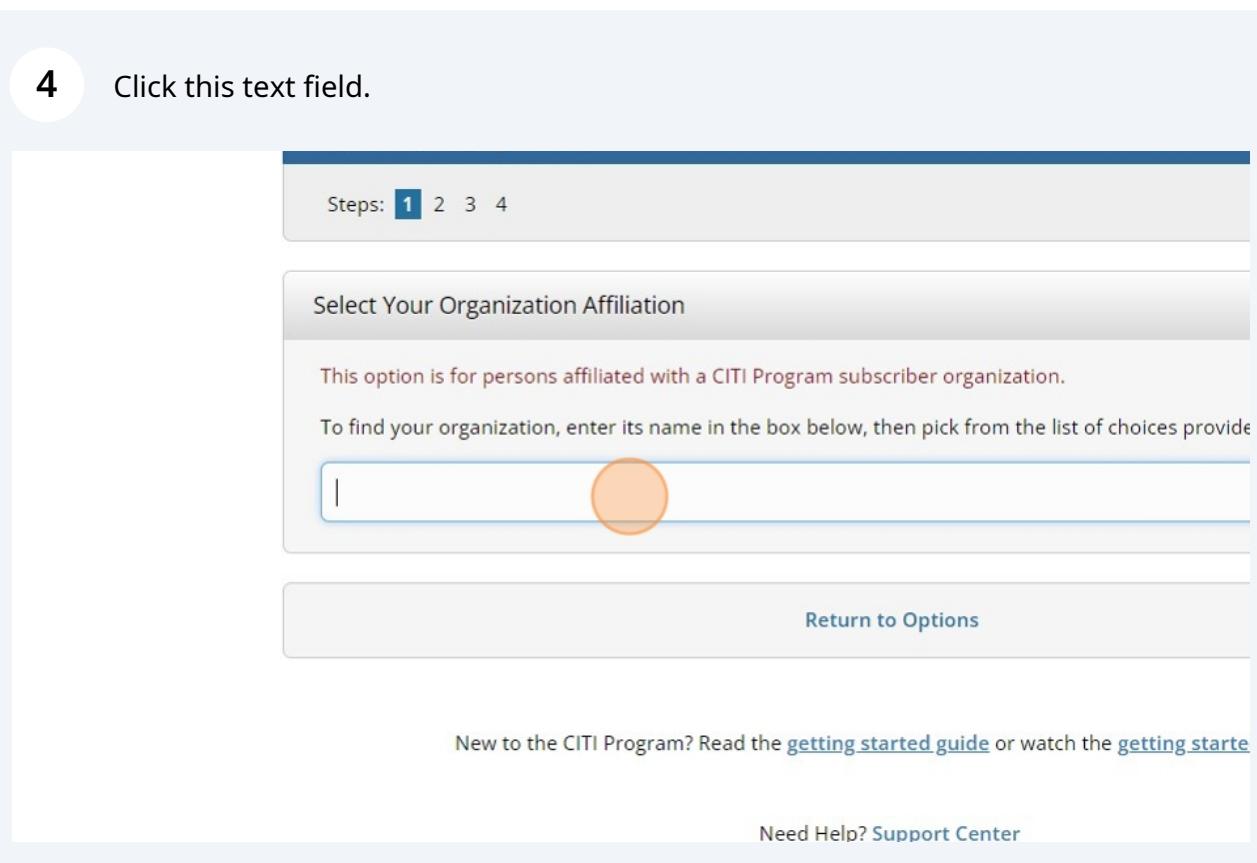


3 Click "Select Your Organization Affiliation"



The screenshot shows the CITI - Learner Registration page. At the top, there are three buttons: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. Below these, a blue header bar reads 'CITI - Learner Registration'. Underneath the header, a progress bar shows 'Steps: 1 2 3 4' with the first step highlighted in blue. A large blue button in the center is labeled 'Select Your Organization Affiliation' in white text. To the right of this button is a smaller blue box labeled 'Independent Learner'. Below the main buttons, there is descriptive text for each option. The 'Select Your Organization Affiliation' text is: 'This option is for persons affiliated with a CITI Program subscriber organization.' The 'Independent Learner' text is: 'Use this option if you are paying for persons not affiliated with a CITI organization, or who require content that does not provide. Fees apply. Credit Cards, American Express, Discover, MasterCard, Checks are not accepted.' At the bottom of the page, there is a link: 'New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)'.

4 Click this text field.



The screenshot shows the 'Select Your Organization Affiliation' page. At the top, a progress bar shows 'Steps: 1 2 3 4' with the first step highlighted in blue. Below the progress bar, the text 'Select Your Organization Affiliation' is displayed. A descriptive text follows: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this, there is a note: 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' A search input field is shown with a placeholder '|'. At the bottom of the page, there is a 'Return to Options' button and a link: 'New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)'. Additionally, there is a 'Need Help? Support Center' link at the very bottom.

5 Type "Sam H"

6 Click "Sam Houston State University"

Steps: 1 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices presented.

Sam h

Sam Houston State University

[Return to Options](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting](#)

Need Help? [Support Center](#)
[Status Page](#)

7 Click the "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." field.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of ch

Sam Houston State University

Sam Houston State University only allows the use of a CITI Program username/password for step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

[Return to Options](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [video](#).

[Need Help? Support Center](#)

8 Click the "I affirm that I am an affiliate of Sam Houston State University." field.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of ch

Sam Houston State University

Sam Houston State University only allows the use of a CITI Program username/password for step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Sam Houston State University.

[Return to Options](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [video](#).

9 Click this button.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization. To find your organization, enter its name in the box below, then pick from the list of choices.

Sam Houston State University

Sam Houston State University only allows the use of a CITI Program username/password for step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Sam Houston State University.

Create a CITI Program account

[Return to Options](#)

10 Click the "* First Name" field. Complete **all** required fields. The primary email address should be your formal SHSU email that includes your SHSU username.

CITI Learner Registration - Sam Houston State University

Steps : 1 **2** 3 4

Personal Information

* indicates a required field.

* First Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are unable to access the first one. If you forget your username or password, you can recover that information using this address.

11

Provide your personal email as secondary, because your account will follow you if you go to other academic institutions that use this program for all of their ethical training needs. Click the button labeled "Continue To Step 3."

We urge you to provide a second email address, if you have one, in case messages are access the first one. If you forget your username or password, you can recover that info address.

Secondary email address

sgmiles1968@gmail.com

Verify secondary email address

sgmiles1968@gmail.com

[Continue To Step 3](#)

New to the CITI Program? Read the [getting started guide](#) or watch the g

Need Help? [Support Center](#)
[Status Page](#)

12

Click this text field. This is where you will create a username and password specific to the CITI program.

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". Once created, your username will be part of the completion report.

* User Name

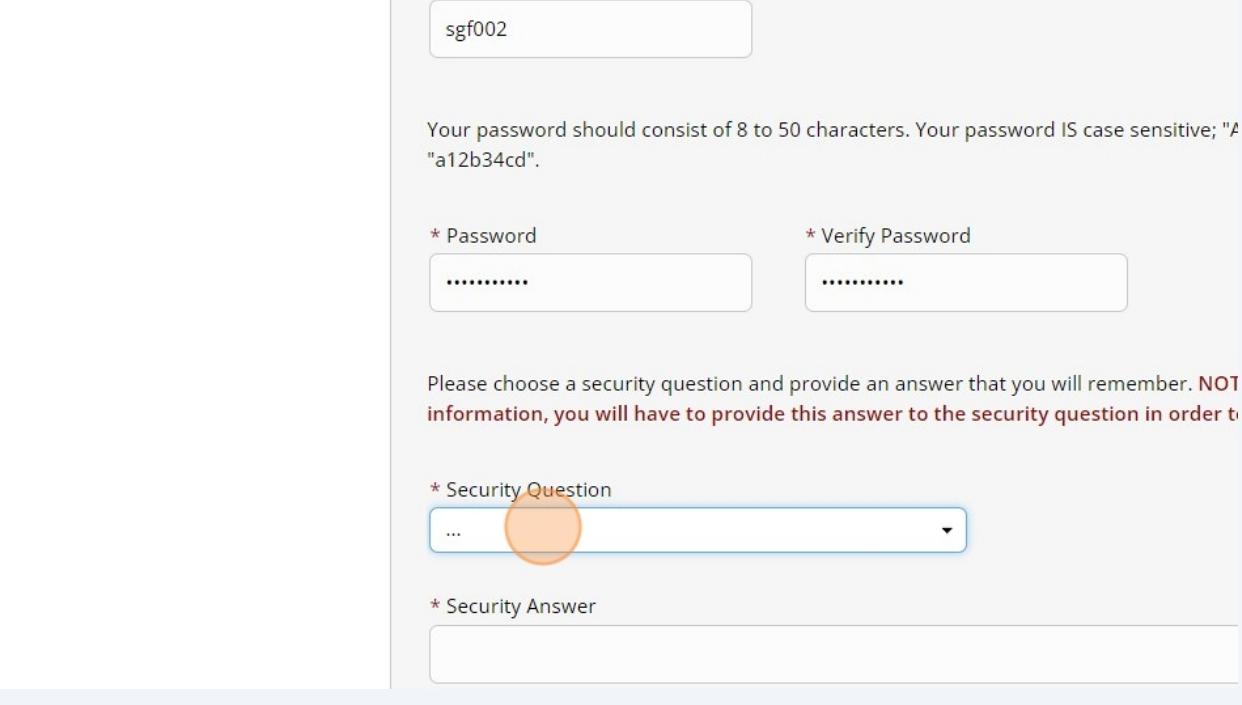
Your password should consist of 8 to 50 characters. Your password IS case sensitive; "Aa12b34cd".

* Password

* Verify Password

13

Click this dropdown. You must choose one of the security questions and provide an answer to that question. This is what will be used to help you recover your login credentials should you forget them.



sgf002

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A" is different than "a". "a12b34cd".

* Password * Verify Password

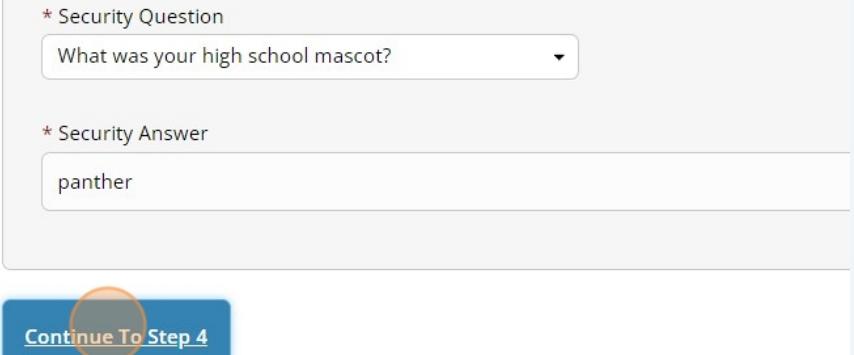
Please choose a security question and provide an answer that you will remember. **NOT** information, you will have to provide this answer to the security question in order to recover your login credentials.

* Security Question ...

* Security Answer

14

As an example, I chose my high school mascot for my security question/answer. Click the button labeled "Continue To Step 4."



* Security Question
What was your high school mascot? ▾

* Security Answer
panther

Continue To Step 4

New to the CITI Program? Read the [getting started guide](#) or watch the [video](#).

Need Help? [Support Center](#)
[Status Page](#)

15 Click the "* Password" field.

* User Name
smiles_irb

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

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOT** all information, you will have to provide this answer to the security question in order to proceed.

* Security Question
What was your high school mascot? ▾

* Security Answer

16 Click this button.

* Security Question
What was your high school mascot? ▾

* Security Answer

Continue To Step 4

New to the CITI Program? Read the [getting started guide](#) or watch the [video](#).

Need Help? [Support Center](#)
[Status Page](#)

17

Ignore the "Connect your ORCID ID." Click the text field pertaining to Country of Residence. Type United States. Select No to the next question...unless you want the CITI program to contact you for evaluation surveys. Click the button labeled "Continue Registration."

United States

* May we contact you to provide information about other courses and services offered by the CITI Program coursework? 

Yes
 No

Continue Registration

New to the CITI Program? Read the [getting started guide](#) or watch the [video](#).

Need Help? [Support Center](#)
[Status Page](#)

18

Click No to the question pertaining to CE credits as SHSU does not participate in this part of the program. Click the button labeled "Submit".

CE credits are used by licensed professionals in fields such as healthcare and education, not related to the credit hours earned by students at academic institutions, and most states require them for relicensure. [Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

No Yes

Submit



Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

[Click here to learn more about purchasing or claiming your earned CE/CME credits](#)

19 Click this dropdown and select language preference.

[Home](#) > [Profiles](#) > Affiliate with an Institution

i Please provide the following information requested by Sam Houston State University.

Fields marked with an asterisk (*) are required.

Language Preference

Institutional email address *

We recommend providing an email address issued by Sam Houston State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Sam Houston State University officials identify your learning records in reports.

20 Click the "Institutional email address *

English



Institutional email address *

We recommend providing an email address issued by Sam Houston State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Sam Houston State University officials identify your learning records in reports.

Enter a valid Institutional Email Address.

Verify Institutional email address *

Re-enter Institutional Email Address.

Highest degree

21

Click the "Institutional email address *"

English 

Institutional email address *
We recommend providing an email address issued by Sam Houston State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Sam Houston State University officials identify your learning records in reports.

Enter a valid Institutional Email Address.

Verify Institutional email address *

Re-enter Institutional Email Address.

Highest degree



22

Click this dropdown.

sgf002@shsu.edu

Verify Institutional email address *

sgf002@shsu.edu

Highest degree

...



Department *



Role? *



23

Click the "Department *" field.

sgf002@shsu.edu

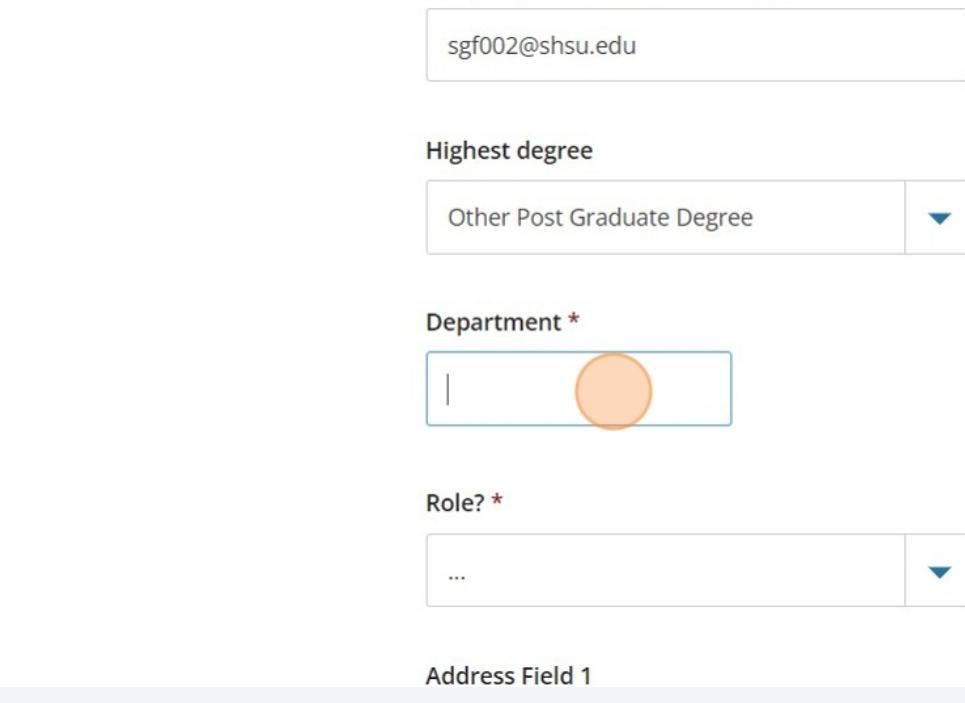
Highest degree

Other Post Graduate Degree

Department *

Role? *

Address Field 1



24

Click this dropdown.

Other Post Graduate Degree

Department *

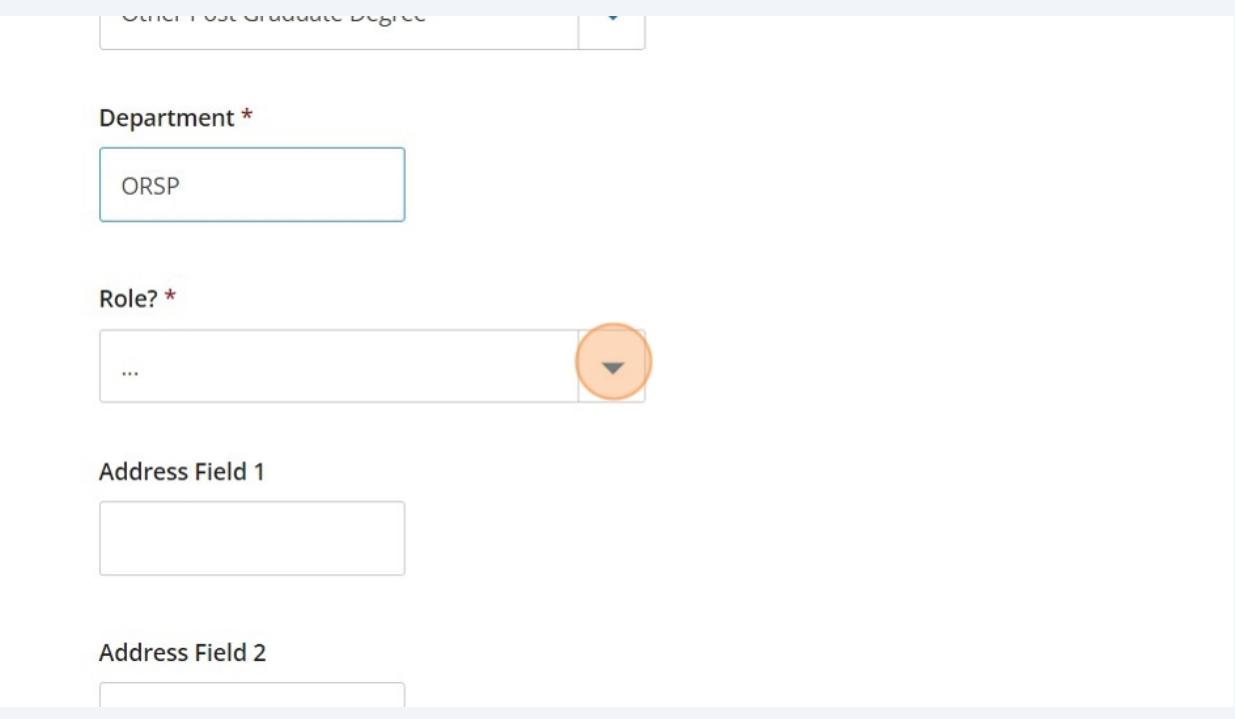
ORSP

Role? *

...

Address Field 1

Address Field 2



25 Click the button labeled "Next."

Phone

SUPPORT

support@citiprogram.org

[888.529.5929](tel:888.529.5929)

(M - F ; 9:00 a.m. - 7:00 p.m. ET)

LEGAL

[Accessibility](#)

[Copyright](#)

[Privacy and Cookie Policy](#)

26 Click here.

Not at this time.

Question 6

Please make your selection below to receive the CITI Export Compliance course.

Export Compliance (EC)
 Not at this time.

Question 7

Biosafety/Biosecurity

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

27 Click this button.

- Advance Research Directives: Tools for Supporting People With Decision Making Capacity
- From Protocol to Manual of Procedures (MOP)
- Utilizing Outside Experts on the IRB

Submit

SUPPORT

support@citiprogram.org

[888.529.5929](tel:888.529.5929)

(M - F; 9:00 a.m. - 7:00 p.m. ET)

LEGAL

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28 Click this button.

egin

[Learner Tools](#)

EC)

Start Now

[Learner Tools](#)

any courses for this Institution. Full records of past completions are

29 Click here.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account records including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.



I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

[Cancel](#)

[Submit](#)

30 Click this button.

including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.



I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

[Cancel](#)

[Submit](#)

LEGAL

[t@citiprogram.org](#)

[Accessibility](#)

[3,5929](#)

[Copyright](#)

31

Click this button. Note: You are responsible for completing the one required module.

Required Modules

	Completed	Score
00)	Incomplete	- Start

Supplemental Modules i

	Completed	Score
in Research (ID 16804)	Incomplete	- Start

32

Click "Choose Classic"

Available module formats:

[Choose Audio-Visual i](#)

[Choose Classic i](#)

Recommended browsers for Audio-Visual:
Current versions of Google Chrome, Microsoft Edge, Safari, or Firefox ([Enable Autoplay](#))

This module has a quiz.

33 Click "Switch View"

Introduction to Export Compliance

Sam Houston State University - Export Compliance (EC)

Switch View

Introduction to Export Compliance

Content Author

- Wendy M. Epley, MSc-RTC, ECoP® - EAR & ITAR

Epley Consulting LLC

34 Click "SWITCH VIEW"

REFERENCES RESOURCES HELP SWITCH VIEW

CITI
PROGRAM

Introduction to Export Compliance

35 Click "My Courses"



The screenshot shows the CITI Program website. At the top, there is a navigation bar with five items: 'My Courses' (which is highlighted with an orange circle), 'My Records', 'My CEs', and 'Support'. Below the navigation bar, the main content area has a blue header with the text 'Introduction to Export Co' (partially cut off) and 'Sam Houston State University - Export Complia'. A yellow 'Switch View' button is located in the bottom right corner of the header. The main content area below the header contains the text 'Introduction to Export Comp'.

36 Click "View Courses" to access your courses each time.

Institutional Courses

are available to learners who have an affiliation with one or institutions. If an institution with which you are affiliated is not : to [add an affiliation](#). If you are no longer associated with a listed want to [remove an affiliation](#).

University

[View Courses](#)

affiliate with another Institution?

[Add Affiliation](#)

move an existing affiliation?

[Remove Affiliation](#)