Register with CITI [For new users only]

- Create an account by clicking “Register” and follow the instructions on creating a password and username.

**Step 1: Choose Tufts University/Tufts Medical Center as your Organizational Affiliation.**
- Do not choose to affiliate as an independent learner. You will be charged a fee to register as an independent learner.
- Non-Tufts collaborators may also list Tufts as their Organizational Affiliation, if they are completing CITI training as part of their role on a Tufts research project.
- **Step 2: Fill in your personal information.**
  - Please use your [@tufts.edu](mailto:atuftsedu) or [@tuftsmedicalcenter.org](mailto:atuftsmcorg) email address, if you have one.

  **Personal Information**

  * indicates a required field.

  - **First Name**
  - **Last Name**
  - **Email Address**
  - **Verify email address**
  - **Secondary email address**
  - **Verify secondary 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.

- **Step 3: Create a User Name, Password, and Security Question.**

  **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**
• **Step 4:** Choose your country of residence.

- **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.

• **Step 5:** Answer YES or NO for receiving Continuing Education credit.
  - Please note: This refers to professional CE credit (CME, CNE, APA, SW, etc.) and is not required to complete institutional training on CITI.
  - You will be charged an individual fee if you elect to receive CE credit.

  - **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
• **Step 6: Provide information requested by Tufts University/Tufts Medical Center**

![CITI - Learner Registration - Tufts University/Tufts Medical Center](image)

Please provide the following information requested by Tufts University/Tufts Medical Center

* Indicates a required field.

- **Language Preference**
- **Institutional Email Address**
- **Gender**
- **Highest Degree**

• **Step 7: Select your IRB Training curriculum**

  o Register for an IRB Training course by providing a response to **Question #1**. Choose the learner group most applicable to your research and your primary language (only English and Spanish available at this time).

  o **Please note:** IRB Training is only one of many research-related training courses available on CITI. You may need to complete additional courses (Questions #2-5), based on the type of research you conduct and the requirements of your funding source. Please contact the IRB or Research Administration if you are unsure about whether to complete any additional courses.

![CITI - Learner Registration - Tufts University/Tufts Medical Center](image)

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.

[Click here](link) to review the Tufts University/Tufts Medical Center instructions page.

* **Question 1**

**Tufts University/Tufts Medical Center IRB Training**

Select the learner group appropriate for your research activities. Researchers who conduct both Biomedical and SBE research should select the learner group most closely related to the majority of their research activities.

Choose one answer

- Biomedical Researchers
- Social-Behavioral-Educational Researchers
- Tufts Health Sciences IRB Members
- Tufts SBER IRB Members
- Social & Behavioral Research - Spanish
- Biomedical Researchers - Spanish
- None of the above/I do not know/Not Applicable
Step 8: Finalize your registration.