

## Instructions for Creating a New CITI Account

Step 1: Go to <http://www.citiprogram.org>

Step 2: Select “Register Here” next to “New Users”

Step 3: Select Your Institution

- Select Nova Southeastern University

Step 4: Select Username and Password

- Create your own username and password. (You create your own).

Step 5: Enter Your Name

- Provide First and Last Name

Step 6: Enter Your Email Address

- The system allows for a preferred and a secondary. Please make your NSU email the preferred and your personal one the secondary email.

Hit Submit

Step 7: Fill in demographic information. Following information required:

- Language preference
- Institutional email address
- Gender
- Highest degree
- Department
- What is your role in research (DOES NOT AFFECT MODULES)
- Office phone
- What is your area of research (DOES NOT AFFECT MODULES)
- May we re-contact you to complete a course survey

Hit Submit

Step 8: Answer whether this is your first time doing the CITI program as a member of the NSU community. You should answer “Yes” if it is the first time, or if you are switching learner groups.

Hit Next Question

Step 9: Pick area of research. Select HUMAN RESEARCH

Hit Next Question

Step 10: Select your learner group. Please review the choices carefully. If you are not sure which group to pick, you should contact your center/college representative (<http://www.nova.edu/irb/membership.html>) or the IRB/CITI administrator for NSU Ms. Inga Hess ([inga@nova.edu](mailto:inga@nova.edu))

Hit Next Question

Step 11: The system will then ask you if you want to affiliate with another institution. Select “No” if you do not. This will then take you to the “Main Menu.”

Step 12: You may now start your CITI Learner Group by clicking on the RED text that states “Not Started – Enter” right under the large blue “Nova Southeastern University”.