Creating a CITI Account & Registering for the Human Subjects Training Course
Type [www.citiprogram.org](http://www.citiprogram.org) into your browser

Click on the white “Register” button located in the upper right of the homepage
Note to Researchers:

There are no wrong answers, please answer to the best of your ability. Responses to registration questions will not affect your ability to register for coursework within CITI.
Step 1

Type in “Nova Southeastern University”
Step 1 (continued)

Check both boxes

Click to continue
Step 2

Enter the requested information

**Note:** Use an email address you plan to always maintain the ability to access. Do not use your NSU email as your primary email, however, you may use it as your secondary email.

Click to continue
Step 3

Enter the requested information to create a username, password, and security question.

Click to continue
Step 4

Enter your country of residence

Click to continue
Step 5

**IMPORTANT:**
In order to take CITI free as an affiliate of NSU you **MUST** select “No” to this question. Otherwise you will be charged for CEU credits.

Select “No”
Step 5 (continued)

Make no selections for this question unless you are paying for CEU credits

Respond to CITI Program questions regarding future contact

Click to continue
Step 6

Enter the requested information

Students, residents, faculty, and staff at NSU must use their official NSU email address in this field. All other researchers use a professional email address.

There is no wrong answer, select what best describes your role in research.
Step 6 (continued)

Select your Area of Research from the dropdown menu

Click to continue

Dropdown options:

- Biomedical Investigator Course Only
- Social & Behavioral Investigator Course Only
- The Social & Behavior AND Biomedical Investigator Courses

NOTE: There is no wrong answer, select the one you feel best describes your area of research.
Step 7

Select the area of research you need to complete CITI coursework.

If this is for IRB-related purposes, you **MUST** select ‘Human Research (IRB Required Program)’. All other selections will not meet the IRB Human Subjects Training requirement.

Click to continue
NSU researchers have only two options for groups their research activities fall under.

- **Group 1: Biomedical (HPD) Researchers**—All researchers in a department within the Health Professions Division (HPD), are required to register for this course.

- **Group 2: Social-Behavioral-Educational (non-HPD) Researchers**—All researchers that are NOT within the Health Professions Division (HPD), are required to register for this course.

**IMPORTANT:**

Group 3 and Group 4 are for specific users and the IRB Office will not accept them as proof of the required Human Subjects Training.
Finalize Registration

Welcome to the CITI Program. Your registration with Nova Southeastern University is complete.

Click to finalize your registration

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help? Support Center
Registration Complete

Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to add an affiliation. If you are no longer associated with a listed institution, you may want to remove an affiliation.

Nova Southeastern University

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

Click to view and complete your coursework
Accessing your Course

Based on your previous selections, you will have one of two courses available for you to complete, Group 1 or Group 2.

Click ‘Start Now’ to begin the coursework for your course.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Progress</th>
<th>Start Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nova Southeastern University, Group 1: Biomedical (HPD) Researchers</td>
<td>0 / 21</td>
<td></td>
</tr>
<tr>
<td>Nova Southeastern University, Group 2: Social-Behavioral-Educational (Non-HPD) Researchers</td>
<td>0 / 21</td>
<td></td>
</tr>
</tbody>
</table>
Completion Report

Upon completion, you need to save your *Completion Report* (not the *Completion Certificate*) to submit as documentation that you have completed the IRB Human Subjects Training requirement. The *Completion Report* is a two-part transcript listing your completed coursework and modules, including all quiz scores.

Click on ‘View/Print’ to save a PDF copy of your *Completion Report*. 
If you have any further questions regarding adding a CITI training course please contact:

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