

CITI COURSES UC DAVIS

- To enroll in a CITI course at UC Davis, you must have a CITI account. These instructions guide you through that process.
- If you already have a CITI account and are ready to enroll in a course or webinar, please skip to SELECT COURSES.

CITI PROGRAM NEW REGISTRATION INSTRUCTIONS

Create Your CITI Program Account

IF YOU ARE A REGISTERED USER BUT DO NOT KNOW YOUR USERNAME OR PASSWORD PLEASE **DO NOT CREATE A SECOND CITI ACCOUNT.**

- Visit CITI LOGIN and select “Forgot?”

student [Forgot?](#)

Password [Forgot?](#)

Log In

IF YOU ARE NOT A REGISTERED USER, [visit the CITI website:](#)

- Choose “Register”
- Select your “Organization Affiliation.”
NOTE: Only select University of California, Davis SSO

CITI PROGRAM

English

LOG IN LOG IN THROUGH MY ORGANIZATION **REGISTER**

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation Independent Learner Registration

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

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

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

Issues Signing In? [Get Login Help](#)

[Status Page](#)

- Read the Terms of Service and Privacy Policy and select AGREE if you agree to the terms.

CITI - Learner Registration

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 provided. 🗨

University of California, Davis (SSO)

University of California, Davis allows the use of Single Sign On (SSO) or a CITI Program username/password for access.

Single Sign On (SSO) requires a username and password issued by University of California, Davis.

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

☒ I affirm that I am an affiliate of University of California, Davis.

Log In with University of California, Davis

or

Create a CITI Program account

- Click on “Create CITI Program Account”
- Enter your personal information, (please use your UC Davis email) and continue to step 3.

CITI - Learner Registration - University of California, Davis

Steps : 1 **2** 3 4

Personal Information

* Indicates a required field.

* First Name	* Last Name
John	Doe
* Email Address	* Verify email address
jdoe@ucdavis.edu	jdoe@ucdavis.edu

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.

Secondary email address	Verify secondary email address
jdoe@gmail.com	jdoe@gmail.com

Continue To Step 3

- Create your username and password.
NOTE: UC Davis does not track passwords.

CITI - Learner Registration - University of California, Davis

Steps: 1 2 3 4

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

jdoe

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

What's your pet's name?

* Security Answer

Good Boy

Continue To Step 4

- Continue to step 4.
NOTE: ORCID ID is NOT required for CITI registration. If you do not have an ORCID ID leave that step blank. ORCID provides a persistent digital identifier (an ORCID iD) that you own and control. Visit [ORCID](#) for more information.
- Select your country of residence.
• **NOTE:** If you say yes and allow CITI to contact you, you may receive marketing emails.
- Select "Finalize Registration."

CITI - Learner Registration - University of California, Davis

Steps: 1 2 3 4

* Indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

id Connect your ORCID ID

* 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.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

☒ Yes

☐ No

Finalize Registration

Next you are asked about your CE credit status.

- If you desire CE Credit for your RCR course, the cost will be to you directly.

Your CE Credit Status

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 most CITI courses - please see "Course List" link under the "CE Credits" tab on login page for details.

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.

☒

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.

Submit

Congratulations, you are now REGISTERED with CITI.

Next you will select the course to which you wish to enroll.

VIEW AND SELECT COURSES

View courses

Log in to your CITI Account.

- If you see your name and a Welcome at the top of the page you are in the right place.
- Go to the top of the page and select My Courses.



[My Courses](#) [My Records](#) [My CE/CMEs](#) [Support](#)



Under Institutional Courses, you should see University of California, Davis and a blue box that says View Courses.

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](#).

DEMO

View Courses

University of California, Davis

View Courses



Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

- Select the University of California View Courses box.
- Scroll down the view courses page and you will see

Active Courses

Courses Ready to Begin

Courses Completed

- In several locations on the page, there is a link titled Learner Tools, you may see it on the right of the page, or you may scroll to the bottom of the page and after courses completed there is a box titled Learner Tools for University of California, Davis.
- From the Learner Tools box select the Add a Course and you will be taken to the **Select Curriculum page**.



Learner Tools for University of California, Davis

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Select RCR Curriculum

On the Select Curriculum page, you will see a series of check boxes.

- Carefully read each course title listed and check the box or boxes that apply.

Select Curriculum

University of California, Davis

Select the appropriate statement(s) below:

This question is required. Choose all that apply.

- ☐ I need to enroll in required Institutional Review Board (IRB) training (i.e., human research protections).
- ☐ I need to enroll in Good Clinical Practice (GCP) training.
- ☐ I need to enroll in required Responsible Conduct of Research (RCR) training. This RCR course is required to complete the UC Davis RCR Certificate program and satisfies federal regulations that require RCR training as a part of grant and contracts terms and conditions. For complete RCR requirements visit: [UCD RCR](#)
- ☐ I need to enroll in Biosafety and Biosecurity training.
- ☐ I need to enroll in Research Security Training
- ☐ I would like to enroll in some other training.
- ☐ IPS

Start Over

Next

Access Modules

To access the your newly selected course select My Courses at the top of the page.

- You should now see the new course.

Questions

Questions should be addressed the [Research Compliance Office \(ReCO\)](#)