JOHNSON & WALES UNIVERSITY

CITI Program for JWU Researchers

Instructions

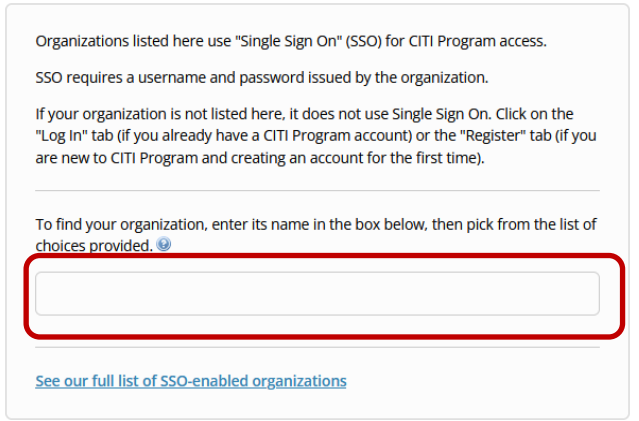
1. Enter https://about.citiprogram.org into your web browser.

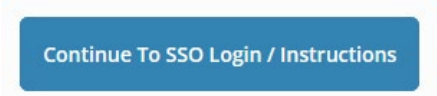
2. Click

in the upper right corner of the screen.

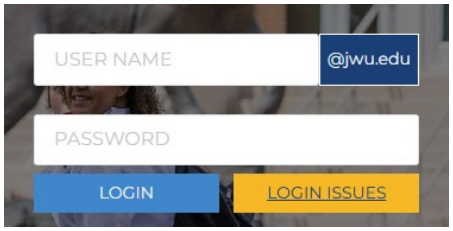
3. Choose LOG IN THROUGH MY ORGANIZATION

4. On the next page, type Johnson & Wales in the text box indicated at right. A drop-down menu will appear with Johnson & Wales University listed.



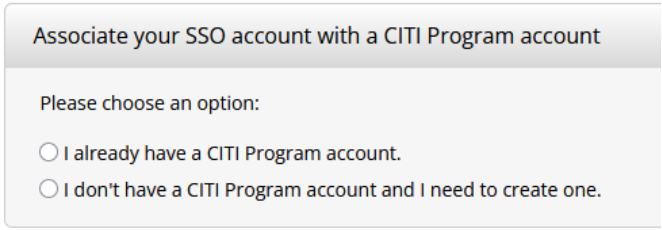
5. Choose Johnson & Wales University, and click 

6. Add your JWU user name and password here:



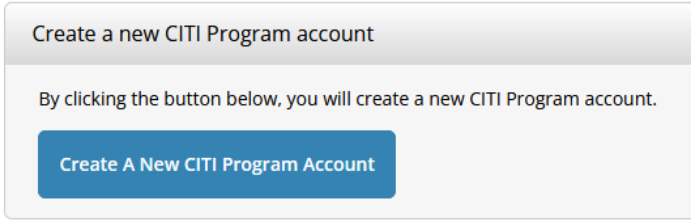
7. If you already have a CITI Program account through a different organization or through an individual investigator account, select "I already have a CITI Program account," and follow the instructions.

   For new users, select "I don't have a CITI Program account and I need to create one," and continue as instructed below.

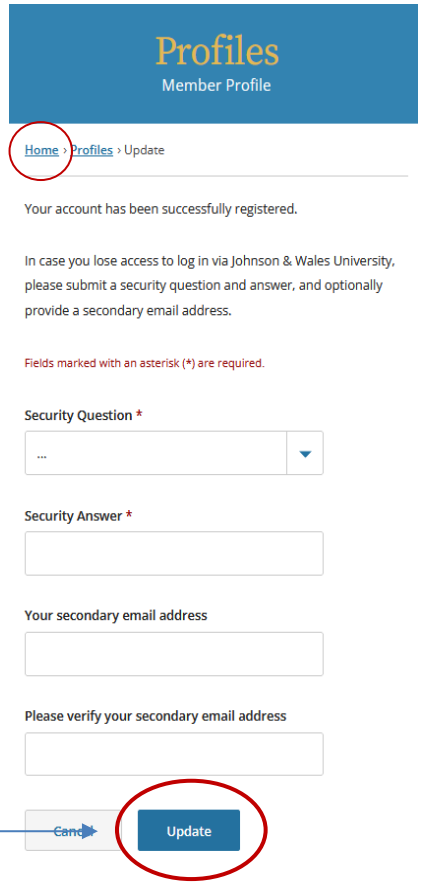


Contact Michael Schrader at Michael.Schrader@jwu.edu if you experience any problems or have questions about enrolling in CITI training courses.

8. Click on "Create A New CITI Program Account."

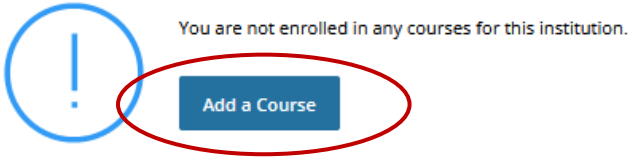


9. The next "Profiles" window will ask you to provide a security question and answer. You may also provide a secondary email address in case you lose access to log in via JWU. Add information, click on "Update," and then click on "Home."



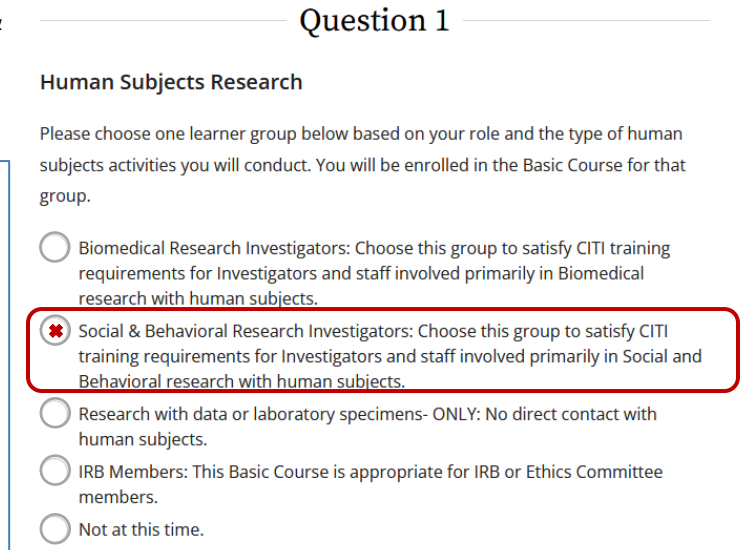
10. Click "View Courses" on the next screen.

11. Click **"**Add a Course."

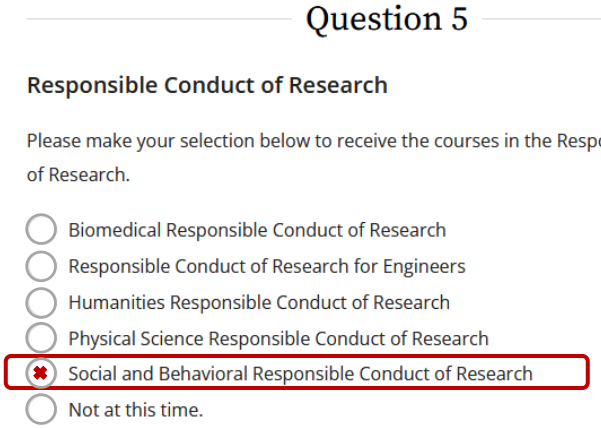


12. Scroll through the questions and course options on the following page and make appropriate selections based on your circumstances. Click "Not at this time" if a question is not relevant to you or required by IRB. Note in particular:

- Question 1 (at right) asks that you choose a learner group. Select "Social & Behavioral Research Investigators" to add the Social & Behavioral Research module to your course list.

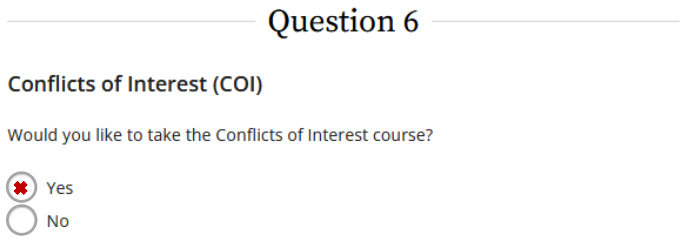


- Select Social and Behavioral Responsible Conduct of Research in response to Question 5 to add that module to your course list.

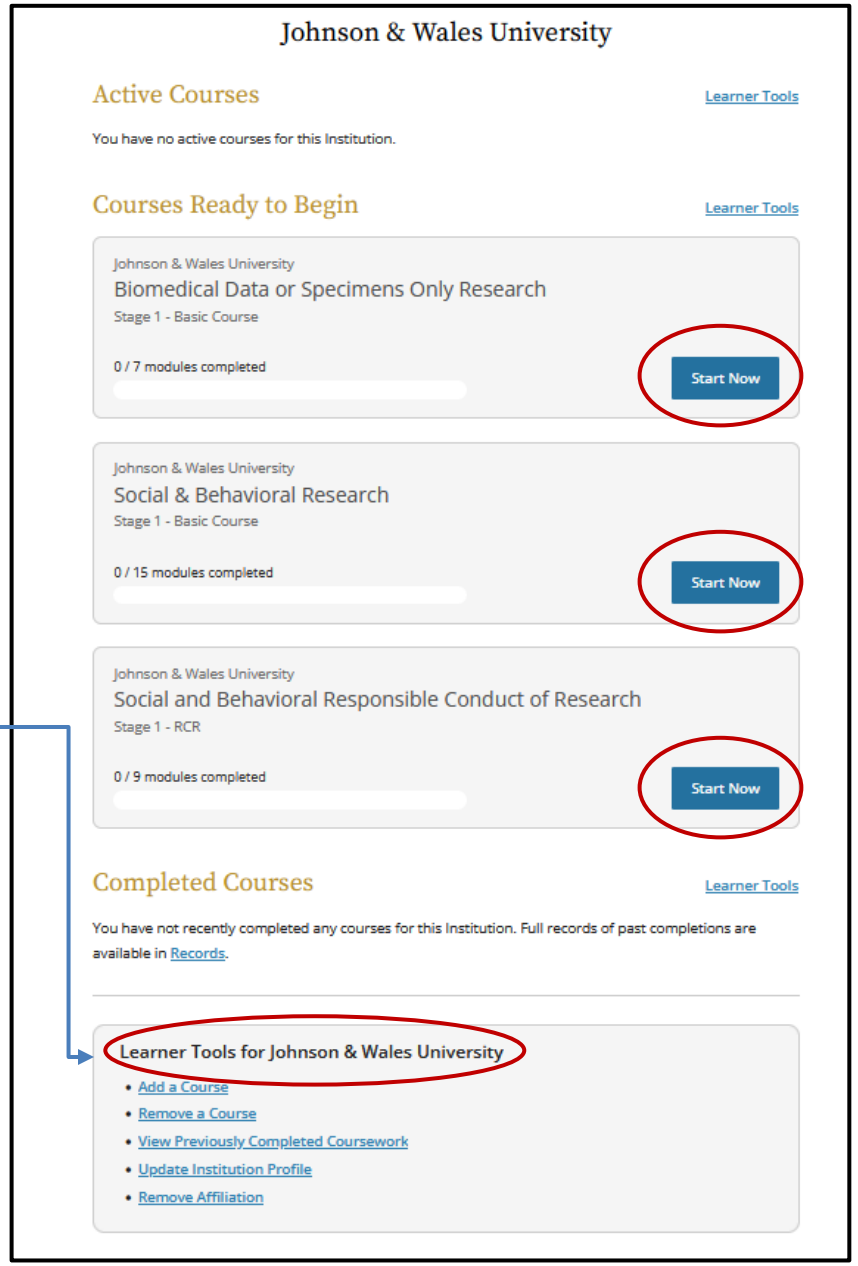


- Individuals pursuing federally funded research grants must complete the Conflicts of Interests (COI) module. To add the COI module, click "Yes" for Question 6 (at right).

  The COI module may also be required by other external funding sources. If you expect to pursue external funding to support research projects, please review applications requirements carefully to determine if COI training will be required.



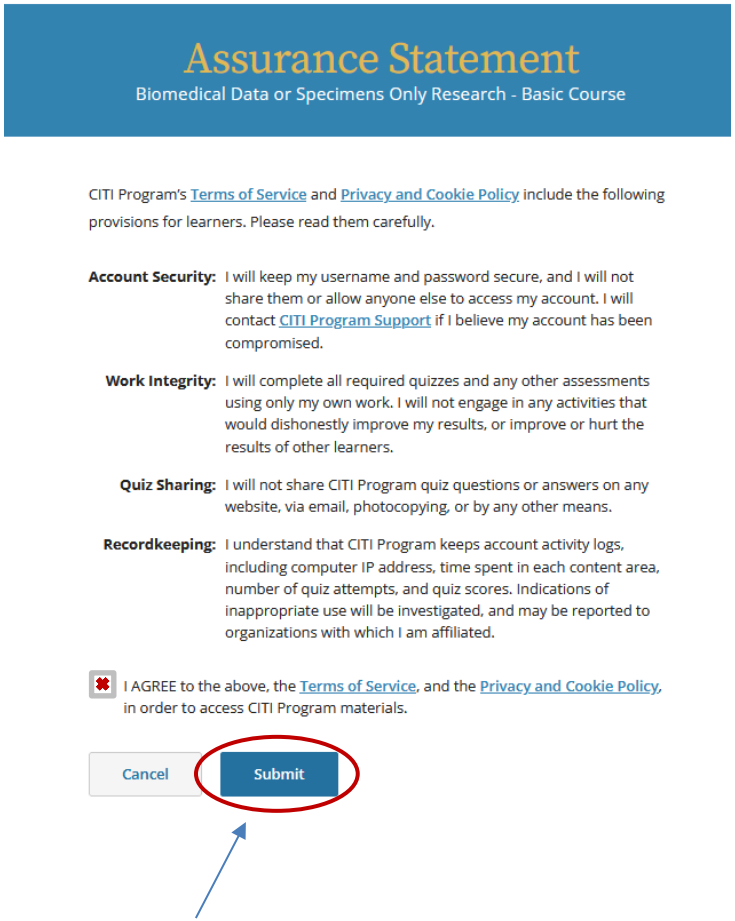
13. The next page will list courses (example at right) based on your previous selections. To begin completing course modules, click "Start Now" by any of the courses.



Learner Tools for Johnson & Wales University will appear on most pages and include the following:

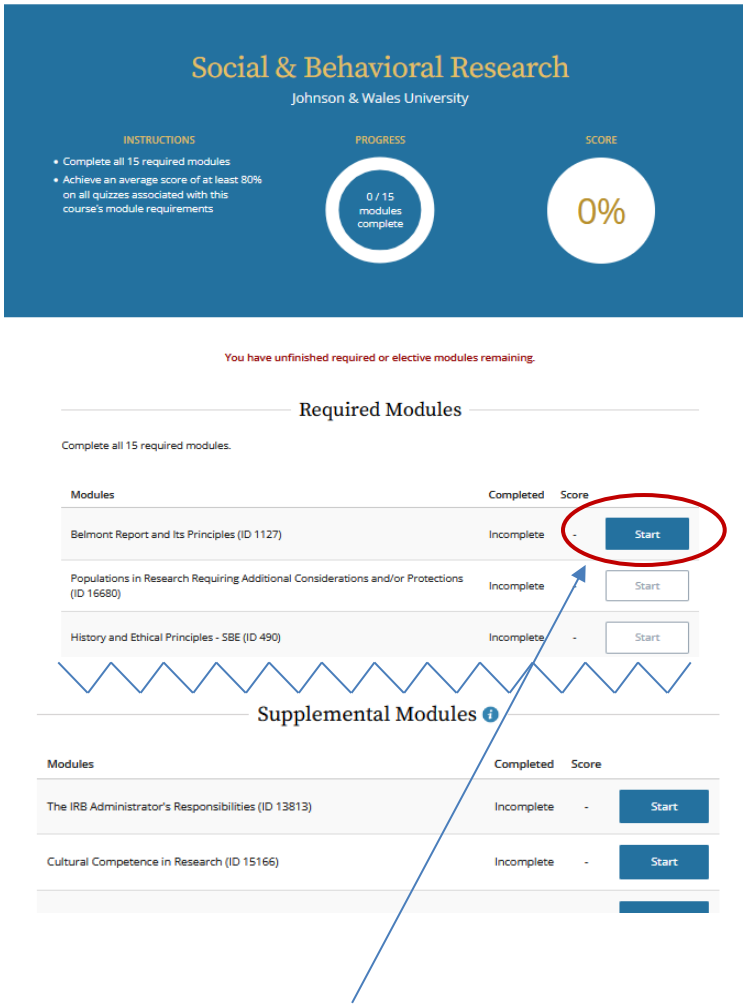
- **Add a Course** will return you to the list of questions so you can amend your selections if necessary.
- **Remove a Course** takes you to your current course list so you delete courses that are no longer relevant or required.
- **View Previously Completed Coursework** allows you to see your past scores, view course expiration dates, and print, view, and share completion records.
- **Update Institution Profile** allows you to update your institution-specific details, such as your institutional ID, email, department, role in research, etc.
- **Remove Affiliation** allows you to remove the institutional affiliation.

14. You will be prompted to agree to various terms before proceeding to the course modules. (See Assurance Statement below.)



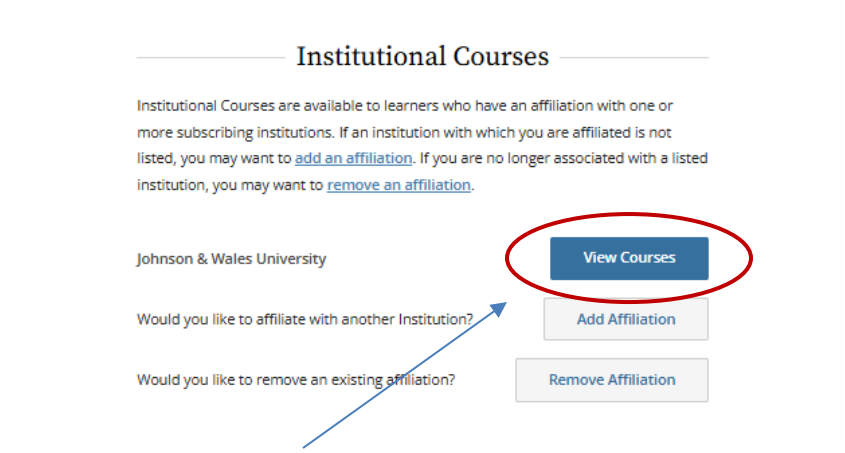
Review the assurances, check the box if you agree to the terms, and click "Submit."

Once you check the box and click on "Submit" at the end of the Assurance Statement, you will be taken to the screen listing the Required Modules and the Supplemental (i.e., optional) Modules for your category.



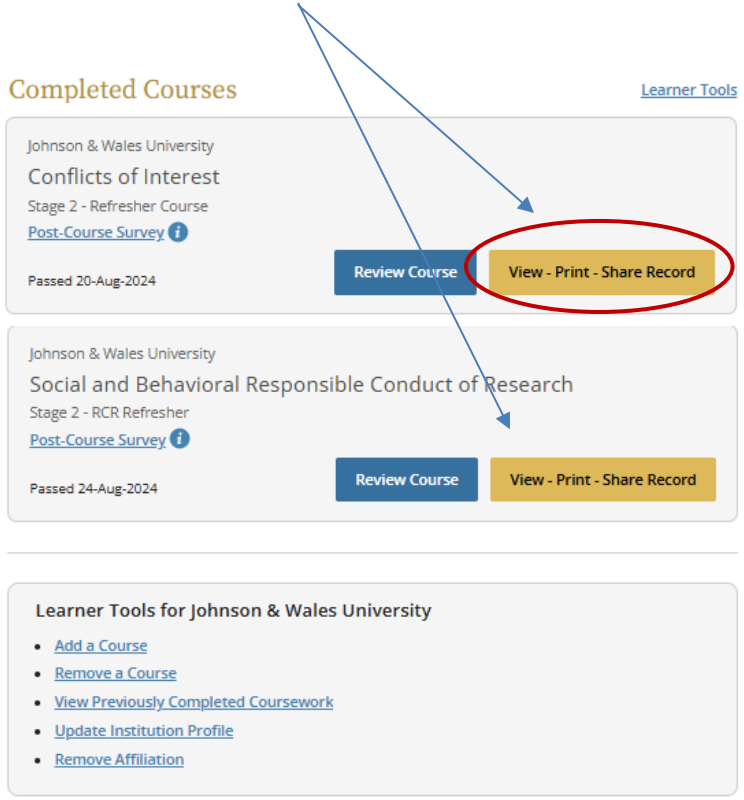
15. Click "Start" to begin working your way through the required course modules in sequence. You may complete the optional Supplemental Modules at any time and in any sequence.

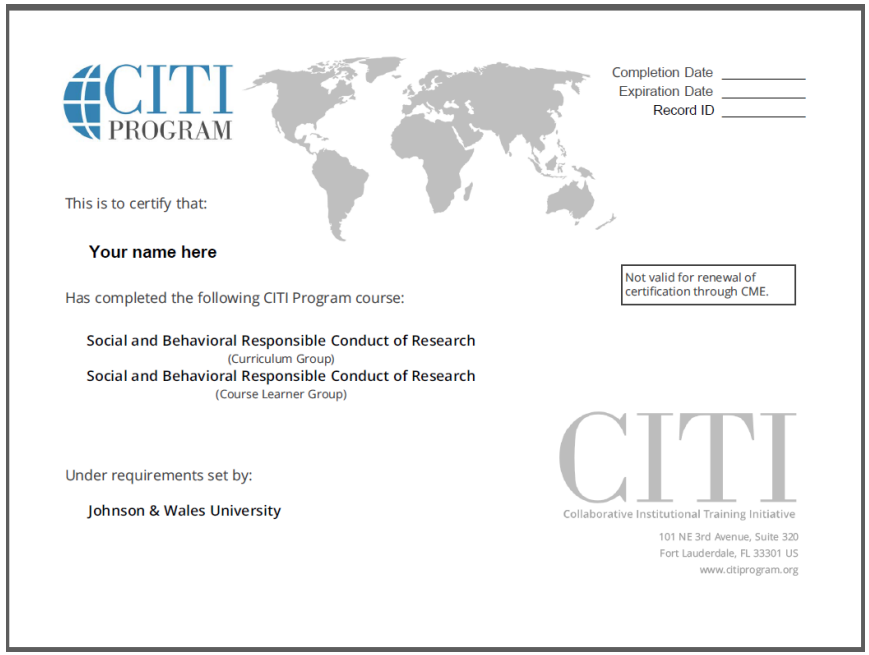
16. Click **My Courses** at top of any page to return to the Institutional Courses page.



Click "View Courses" to begin new courses and modules.

Your completed courses will be listed with the option to review each course and your completion record. Click "View – Print – Share Record.



17. Click "View / Print" under "Completion Certificate."

18. Your completion certificate will appear. (See the example below.) Save or print your certificate(s) as PDF documents using the following naming convention: **Last Name, First Initial_Course Name** (e.g., "Wales, M._Social and Behavioral RCR"). Submit each certificate to the IRB according to the instructions associated with the Research Proposal Application.