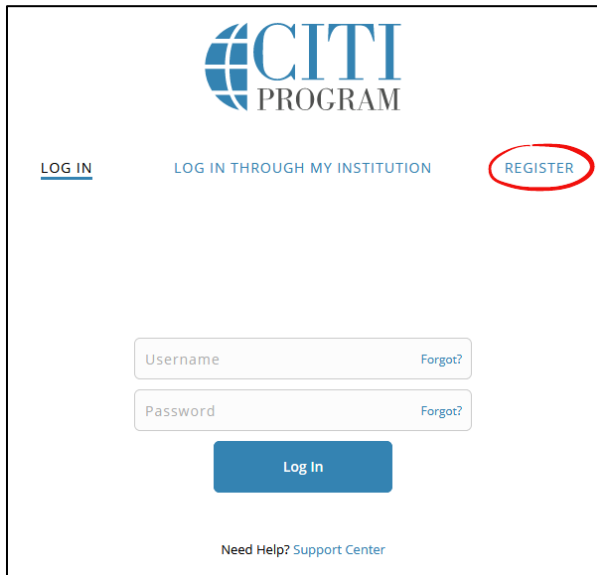


Social & Behavioral Research Investigators: Accessing Your CITI Program Course

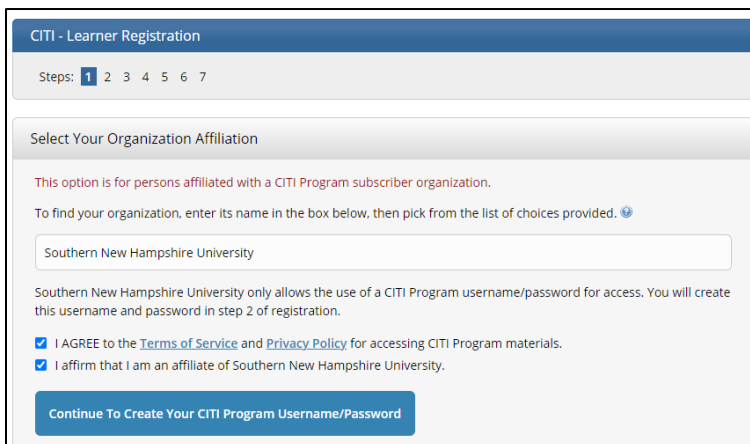
Registration Process for New CITI Program Users

To register as a new CITI user for Social & Behavioral Research Investigators, follow these steps:

- Go to the [CITI Program homepage](#) and click **Register** in the top right corner.

The screenshot shows the CITI Program homepage. At the top center is the CITI PROGRAM logo. Below the logo are three links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The "REGISTER" link is circled in red. Below these links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. Below the input fields is a blue "Log In" button. At the bottom center is a link that says "Need Help? Support Center".

- Once you click **Register**, you will be on registration step 1.
 - Under “Select Your Organization Affiliation,” start typing “Southern New Hampshire University” and select it from the drop-down menu that appears.
 - Check the boxes to confirm that you’ve read the terms of service and that you’re an affiliate of SNHU.
 - Click **Continue to Create Your CITI Program Username/Password**.

The screenshot shows the "CITI - Learner Registration" page. At the top, it says "Steps: 1 2 3 4 5 6 7", with "1" highlighted. Below this is the heading "Select Your Organization Affiliation". A note states: "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." Below this is a search box containing "Southern New Hampshire University". A note below the search box says: "Southern New Hampshire University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration." There are two checked checkboxes: "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." and "I affirm that I am an affiliate of Southern New Hampshire University." At the bottom is a blue button that says "Continue To Create Your CITI Program Username/Password".

- Complete registration steps 2 through 6 in full.
 - Enter your **SNHU email address** as your primary email.
 - Continuing education units (CEUs) will be an additional charge and are not required for the course, so you can answer no when you are asked about this.
 - In step 6, select **Student Researcher** when it prompts you to enter your role.
- For registration step 7, select **Social & Behavioral Research Investigators** in question 1.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

☒ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

☐ Students conducting no more than minimal risk research

☐ Research with data or laboratory specimens- ONLY; No direct contact with human subjects.

- For questions 2 through 6, select **Not at this time**.

Question 2

IRB Chair

Please make your selection below if you wish to be enrolled in the IRB Chair course.

Choose one answer

☐ IRB Chair

☒ Not at this time.

Question 3

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

☐ Biomedical Responsible Conduct of Research Course

☐ Social and Behavioral Responsible Conduct of Research Course

☐ Physical Science Responsible Conduct of Research Course

☐ Humanities Responsible Conduct of Research Course

☐ Responsible Conduct of Research for Engineers

☐ Responsible Conduct of Research for Administrators

☒ Not at this time.

Question 4

Conflict Management

Would you like to take the Conflict Management course?

Choose one answer

☐ Yes

☒ Not at this time.

Question 5

Teaching and Training for Professionals

Would you like to enroll into the Teaching and Training for Professionals course?

Choose all that apply

☐ Yes

☒ Not at this time.

Question 6

Accreditation 101 for New and Adjunct Faculty Webinar

Please make the proper selection below to enroll in the webinar "Accreditation 101 for New and Adjunct Faculty".

Choose one answer

☐ Yes, please enroll me in the Accreditation 101 webinar.

☒ Not at this time.

- Click **Complete Registration** at the bottom of the page.
- Under the “Courses Ready to Begin” heading, click **Start Now**.

Courses Ready to Begin [Learner Tools](#)

Southern New Hampshire University

Social & Behavioral Research - Basic/Refresher

Stage 1 - Basic Course

0 / 15 modules completed

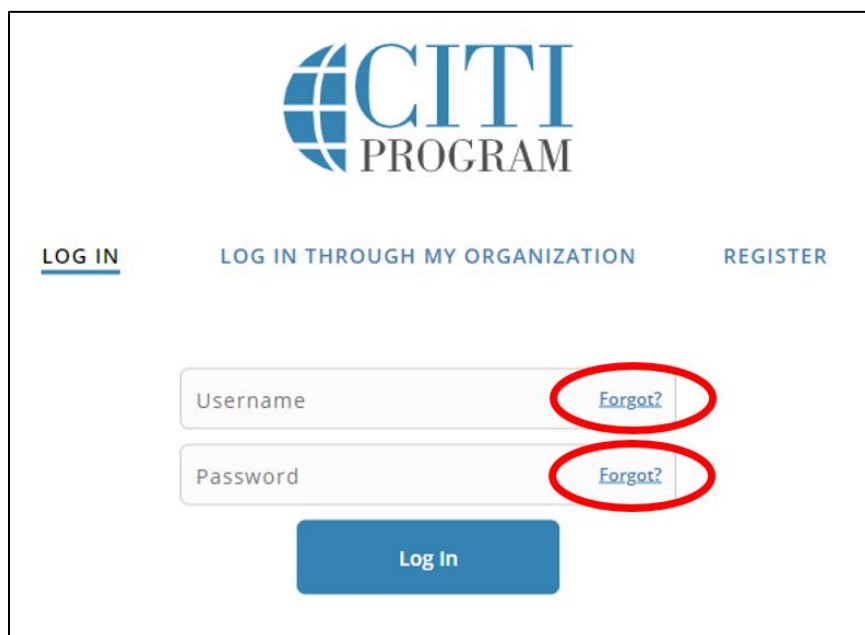
Start Now

- Once you’re in your CITI Program course, complete the Integrity Assurance Statement to unlock the modules.
- For subsequent logins, enter your username and password on the CITI Program homepage and click the **Log In** button.

Adding a New Course for Existing CITI Program Users

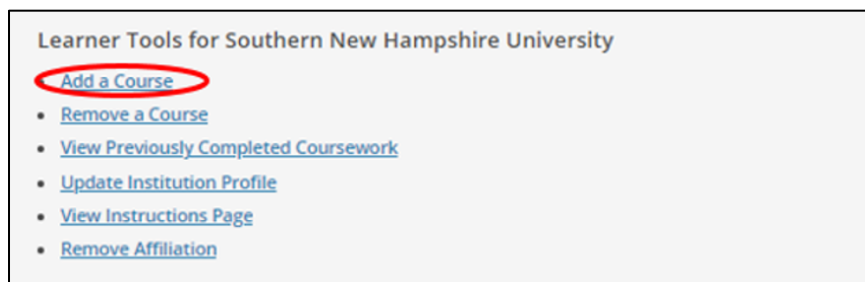
If you already have a CITI Program account from a previous SNHU course and just need to add this particular CITI training, follow these steps:

- Go to the [CITI Program homepage](#) and log in with your existing username and password. If you've forgotten your CITI username or password, click the applicable **Forgot?** button.



The image shows the CITI Program login page. At the top is the CITI PROGRAM logo. Below it are three links: [LOG IN](#), [LOG IN THROUGH MY ORGANIZATION](#), and [REGISTER](#). The [LOG IN](#) link is underlined. Below these links are two input fields: 'Username' and 'Password'. To the right of each input field is a blue link labeled 'Forgot?'. Both 'Forgot?' links are circled in red. Below the input fields is a blue button labeled 'Log In'.

- Scroll to the bottom of the page where it lists your CITI courses. In the “Learner Tools” section, click **Add a Course**.



The image shows the 'Learner Tools for Southern New Hampshire University' section. It contains a list of links: [Add a Course](#), [Remove a Course](#), [View Previously Completed Coursework](#), [Update Institution Profile](#), [View Instructions Page](#), and [Remove Affiliation](#). The [Add a Course](#) link is circled in red.

- Select **Social & Behavioral Research Investigators** in question 1 to enroll in the course. Then click **Submit** at the bottom. (The other questions do not need to be answered.)

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

☒ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

☐ Students conducting no more than minimal risk research

☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

- Under the “Courses Ready to Begin” heading, click **Start Now**.

Courses Ready to Begin [Learner Tools](#)

Southern New Hampshire University

Social & Behavioral Research - Basic/Refresher

Stage 1 - Basic Course

0 / 15 modules completed

[Start Now](#)

Technical Support

If you have technical problems, first check to see whether your issue is addressed on the [CITI Program support page](#). If you'd like to speak with someone on the CITI support staff, call 888-529-5929 or e-mail support@citiprogram.org. The CITI support desk is open from 8:30 a.m. to 7:30 p.m. Eastern Time, Monday through Friday.

If your issue is not resolved in a timely manner by the CITI support team, please contact SNHU's IT Service Desk through the Help menu in your Brightspace course.