

Instructions for registering for CITI

CITI training is located at: <https://www.citiprogram.org/>



Click "Register" at the upper right corner.

Step 1: Select your organization affiliation.

You will select Auburn University at Montgomery from the drop down box.

A screenshot of the CITI Learner Registration form. The form is titled "CITI - Learner Registration" and shows a progress indicator with steps 1 through 7, where step 1 is highlighted. Below the progress indicator, it says "You must make a selection below." The main section is titled "Select Your Organization Affiliation" and contains a search box with the placeholder text "Search for organization: Enter full or partial name". Below the search box, there is a link that says "Can't find your institution? It may use Single Sign On. Check here." Further down, there is a paragraph of instructions: "To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of the form, there is a checkbox labeled "I AGREE to the Terms of Service for accessing CITI Program materials."

Step 2: Do not select Independent Learner option.

You are affiliated with the AUM Learning Group. If you register as an Independent Learner you will have to pay a minimum of \$125. Skip this block.

[Continue To Step 2](#)

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.

- I AGREE to the [Terms of Service](#) for accessing CITI Program materials.
- I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.

[Continue As Independent Learner \(Fees Apply\)](#)

Step 2: (continued) Personal Information.

Answer the questions regarding your information. Provide your "aum.edu" email address when asked. Your completion report will be sent to your email provided.

CITI - Learner Registration - Auburn University at Montgomery

Steps: 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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

Step 3: Create a username and password.

Step 4: Country of residence. Select United States of America.

Step 5: CEU's. AUM does not have programs that require CEU's, so select "no".

Step 6: Personal information and demographic information.

- Language Preference: select "English"
- Institutional email address: provide your "aum.edu" email address.
- Gender: select
- Highest Degree: select
- AUM institutional ID: provide your student "S" number. If you are staff or faculty: provide your nine digit employee number (starts with a "9".) If you do not know your ID# please contact the AUM IRB office (Debra Tomblin at 334.244-3250 or dtomblin@aum.edu) and we will generate a number for you.
- Department: provide the AUM academic department that is requiring the CITI course. If you are faculty provide your department.
- Role in Research: select your role or responsibility in the research project for which you are required to take the CITI training.
- Address Field: optional
- City: optional
- State: optional
- Zip: optional
- Country: optional
- Phone: optional

Step 7: Select Curriculum: You will need to click "here", but return to this page.

CITI - Learner Registration - Auburn University at Montgomery

Steps: 1 2 3 4 5 6 **7**

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click [here](#) to review the Auburn University at Montgomery instructions page.



Step 7, Question 1: Human Subjects Research: Select the course titled: “Social and Behavioral Research Investigators.”

Do not select “IRB Members” unless you serve on the Institutional Review Board for AUM.

* 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

- 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.

Step 7, Question 2: Responsible Conduct of Research: Select “not at this time.”

Question 2

Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research. You may require this if you are part of a Federally Funded Project.

Choose one answer

- Social and Behavioral Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- Not at this time, Thank you.

Step 7, Question 3: Laboratory Animal Welfare. If your research involves animals select this course. Otherwise SKIP.

Question 3

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the course on "Reducing Pain and Distress in Laboratory Mice and Rats".

[Complete Registration](#)

Complete Registration
Finalize Registration