

## UA's CITI Certification Courses - General Instructions

### Course selections include:

Human Subjects  
Laboratory Animal Welfare  
Responsible Conduct of Research  
Financial Conflict of Interest

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Go to the CITI website - <https://www.citiprogram.org>

To create an account on the login screen, select Register. **DO NOT** select login via SSO.

Step 1 - Affiliate by typing Akron in the Organization box. Select The University of Akron from the drop down list. Select - "Continue to Step 2"

Step 2 - Provide your name and email address.

Step 3 - Create a Username and Password - these are not related to your UA ID or password.

Step 4 - Answer demographic questions. "Choose not to answer" is an option for all questions.

Step 5 - 2 additional questions - 1) Are you interested in receiving Continuing Education credits (you are responsible for any payment required) and, 2) Can CITI contact you to participate in research surveys.

Step 6 - Provide required contact information - email address, department, role.

Step 7 - Select the course(s) you need to complete:

then Next

Select "Finalize Registration"

- You will be taken to the Main menu and the course you selected will appear in the Course box - status will be "Not Started."
- Click on the course title and you will be taken to the list of course modules.
- Complete all required modules and take the quizzes.
- Once completed you can print out a completion report for your records.
- ORA will also be sent electronic notification of completion.