Conflict of Interest Training Registration

(Individuals without WHOI Email)

1. Access this link: https://www.citiprogram.org/

2. At the top right click on "Register" (next to Help)
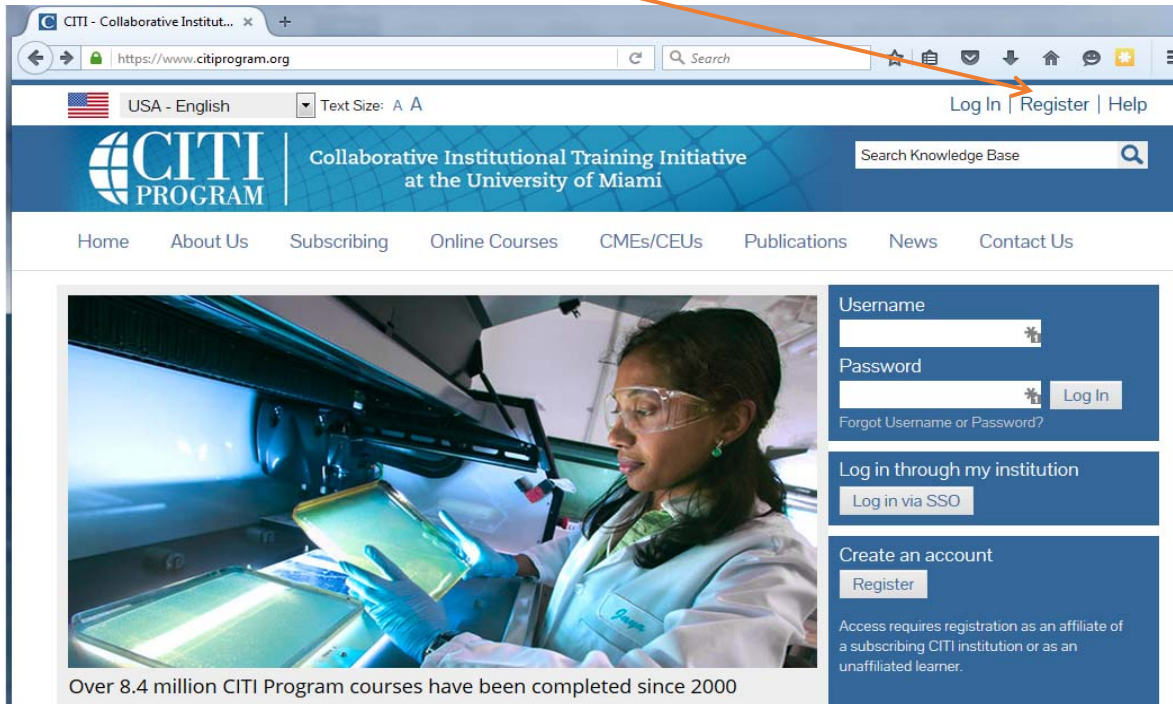
3. Under Select Your Organization Affiliation type in "Woods Hole Oceanographic Institution". It should pop up in a list of Organizations, select it then click Continue to **Step 2.**
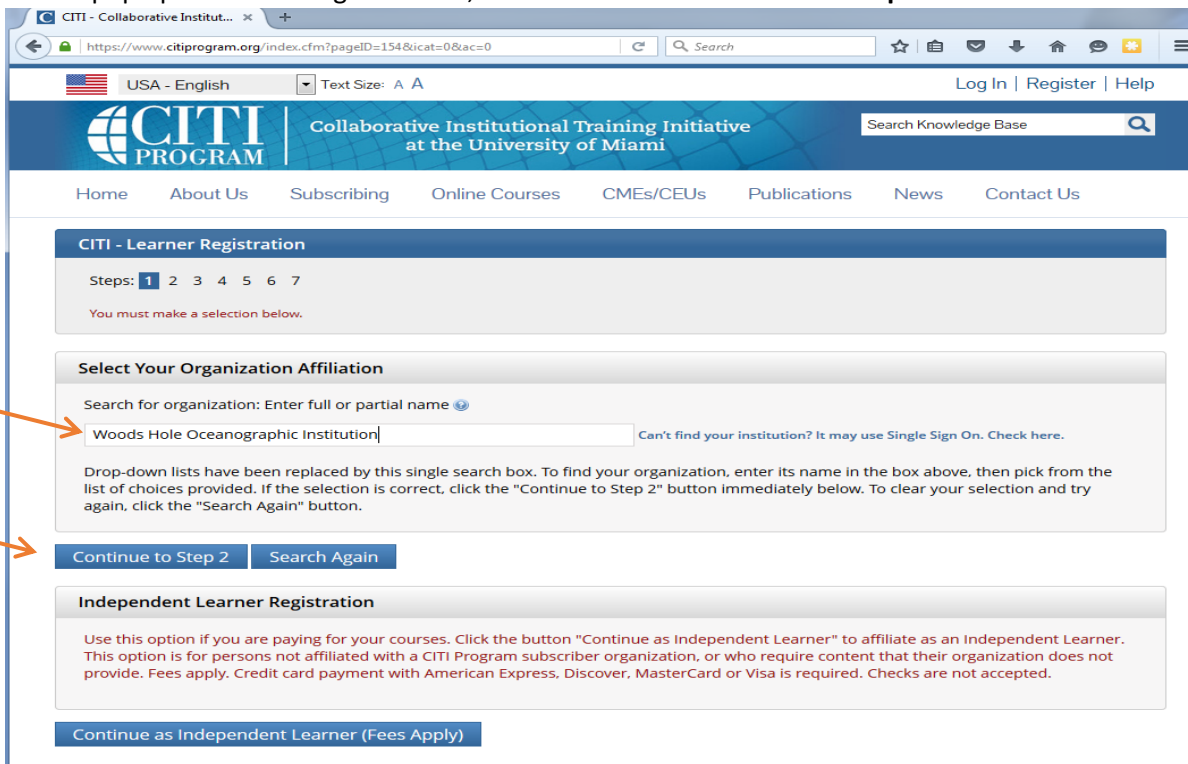
4. **Step 2** requests that you enter your first and last name along with your email address.

   - Please enter your name here as you would like it to appear on your completion report received at the end of the course.

   - Ensure you use an email address that you can access so you can complete the registration process by verifying the email.

   - You can use any email address to register but we recommend not using your institutional email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account if you use a non-institutional email. This means you can keep the same account and transfer credit if you affiliate with a new institution.

   - While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

5. **At Step 3** you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

   During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and that you can comfortably answer for the tech support team.

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

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

[   ]

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 mother's maiden name?   ▼]

* Security Answer

[   ]

[Continue to Step 4]

6. **Step 4** collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⦾
Why does CITI Program use these categories? ⦾
Why does CITI Program ask about your gender? ⦾

* indicates a required field.

* Your Gender Is:

◌ Male

◌ Female

◌ I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

◌ Hispanic or Latino ⦾

◌ Not Hispanic or Latino

◌ I would rather not disclose

* Your Race Is: (You may choose more than one)

☐ American Indian or Alaska Native ⦾

7. Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

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

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

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.

○ Yes

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 grad book page.

○ No

8. **Step 6** is Institution related information. Please fill out.

CITI - Learner Registration - Woods Hole Oceanographic Institution

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

Please provide the following information requested by Woods Hole Oceanographic Institution

* indicates a required field.

Language Preference
[▼]

* Institutional email address
[   ]

Gender
[▼]

Highest degree
[▼]

Employee Number
[   ]

* Department
[   ]

* Role in research
[▼]

Address Field 1
[   ]

Address Field 2
[   ]

9. The questions in **Step 7** enroll you in CITI Program courses.

You may skip Question 1 (these are optional courses).

Question 2 – *Would you like to take the Conflicts of Interest Course?* <u>Choose **Yes** and then Complete Registration.</u>

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.

Question 1

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 2

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

Choose one answer

- ◉ Yes
- ○ No

Complete Registration

10 . Complete The Integrity Assurance Statement before beginning the course.

11. Complete the required modules. As you complete one module the next one will be available.