

HOW TO REGISTER TO CITI PROGRAM

NEW ACCOUNT

Please go to <https://www.citiprogram.org/login>



English ▾

LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER



Click Here

STEP 1

[LOG IN](#)[LOG IN THROUGH MY ORGANIZATION](#)[REGISTER](#)

CITI - Learner Registration

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

Select Your Organization Affiliation

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. 🗨

University of Texas at El Paso only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of University of Texas at El Paso.

[Continue To Create Your CITI Program Username/Password](#)

or

Independent Learner Registration

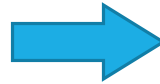
Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

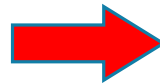
Please make sure to be Affiliated to UTEP



Continue



Do **not** agree. Leave unchecked



STEP 2: ADD PERSONAL INFORMATION

CITI - Learner Registration - University of Texas at El Paso

Steps: [1](#) **2** [3](#) [4](#) [5](#) [6](#) [7](#)

Personal Information

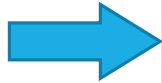
* indicates a required field.

| | |
|----------------------|------------------------|
| * First Name | * Last Name |
| <input type="text"/> | <input type="text"/> |
| * Email Address | * Verify email address |
| <input type="text"/> | <input type="text"/> |

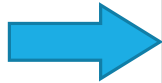
We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

| | |
|-------------------------|--------------------------------|
| Secondary email address | Verify secondary email address |
| <input type="text"/> | <input type="text"/> |

Required fields



Required fields



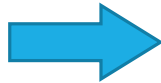
Continue



Continue To Step 3

STEP 3: CREATE USERNAME AND PASSWORD

Required fields



Required fields



Required fields



Required fields



Continue



CITI - Learner Registration - University of Texas at El Paso

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

* Security Answer

[Continue To Step 4](#)

STEP 4: COUNTRY OF RESIDENCE

CITI - Learner Registration - University of Texas at El Paso

Steps: [1](#) [2](#) [3](#) **4** [5](#) [6](#) [7](#)

* indicates a required field.

Required fields




* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Required fields.
Your preview



* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 

Yes

No

Continue



Continue To Step 5

STEP 5: CEU INFORMATION

CITI - Learner Registration - University of Texas at El Paso

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 many CITI courses - with that availability indicated on course and module listings. 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 grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

MDs, DOs, PAs - AMA PRA Category 1 Credits TM

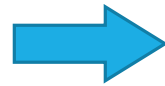
Psychologists - APA Credits

Nurses - ANCC CNE

Other Participants - Certificates of Participation

Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Required fields



IMPORTANT

Always select NO or you will be charged, unless you are an educator.



Continue



Continue To Step 6

STEP 6: AFFILIATION INFORMATION

Required fields ***ALWAYS English***



Institutional Email Address



Department and Role in Research



- Principal Investigator
- **Student Researcher – mostly used**
- Graduate or Undergraduate
- Lab Research Staff
- IACUC member
- Veterinarian

CITI - Learner Registration - University of Texas at El Paso

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Texas at El Paso

* indicates a required field.

Language Preference

* Institutional Email Address (Please Use Your UTEP Email Address)
We recommend providing an email address issued by University of Texas at El Paso or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help University of Texas at El Paso officials identify your learning records in reports.
Enter a valid Institutional Email Address.

* Verify Institutional Email Address (Please Use Your UTEP Email Address)
Re-enter Institutional Email Address.

Gender

Highest Degree

* Department

* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue



Continue To Step 7

STEP 7: COVID-19

IMPORTANT
Select “Not at this time”
We are not requiring this training for
IACUC training requirements.

Required field 

Continue 

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

*
COVID-19: Back to Campus (2020-2021), Remote Contact Tracing, Participating in Vaccine Research & Insights for Higher Ed Leaders

I wish to access the course *COVID-19: Back to Campus (2020-2021)* and acknowledge that I have read and understood the statement below:

This course's materials were developed or reviewed by medical, research, and environmental health and safety professionals in coordination with the Association of American Medical Colleges (AAMC) in an effort to help researchers, students, and administrative staff, manage the risks associated with COVID-19 as they return to campus. Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. The materials are presented by the CITI Program for dissemination of information to members of the AAMC as well as other institutions. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. This information must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy.

NOTE: Access to this course will terminate on 1 March 2021.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research & Insights for Higher Ed Leaders. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

Choose one answer

Yes

Not at this time.

Next

STEP 7: COURSE PATH

CITI - Learner Registration

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **7**

* indicates a required field.

* Please choose the appropriate course path(s) based on your research needs:

Choose all that apply

- Responsible Conduct in Research (RCR)
- Biosafety/Biosecurity
- Human Subjects Research
- Health Information Privacy and Security (HIPS)
- Animal Care and Use
- Export Compliance
- Webinars

Please select Animal Care
and Use



Next

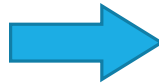
STEP 7: ANIMAL CARE BASIC GROUPS

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

Required field



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

Choose one answer

- IACUC Members and IACUC Staff
- LARC
- Field Studies
- USDA Researchers
- Aquatic Researchers
- Mice
- Rats
- Mice & Rats
- Not at this time.

Next

Important

Please select the correct species of animal you will be working with.

Examples

- Field studies: on the field:
Birds/amphibians/reptiles
- USDA Researcher: **Voles**
- Aquatic researchers: **Fish** (in lab)

CONGRATULATIONS! YOU ARE NOW REGISTERED!



English ▼

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration

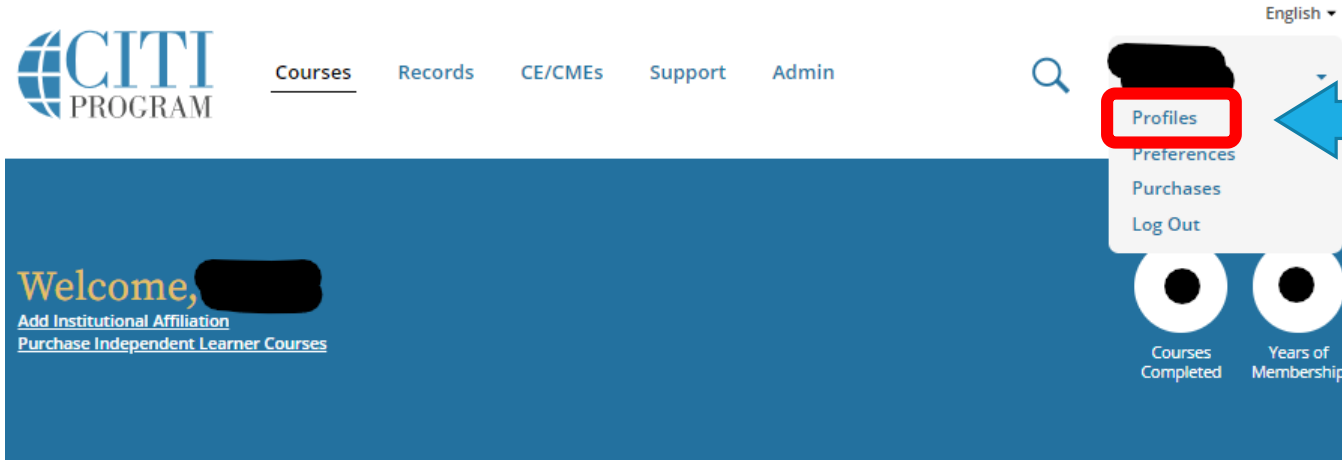
Welcome to the CITI Program. Your registration with University of Texas at El Paso is complete.

Finalize



Finalize Registration

CHANGE PROFILE INFORMATION



Click Here

The information stored about you are your name and your email address. Also, the affiliated institutions you previously indicate.

You can change Profile information by clicking the down-arrow next to your name, and then clicking on profiles.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Texas at El Paso

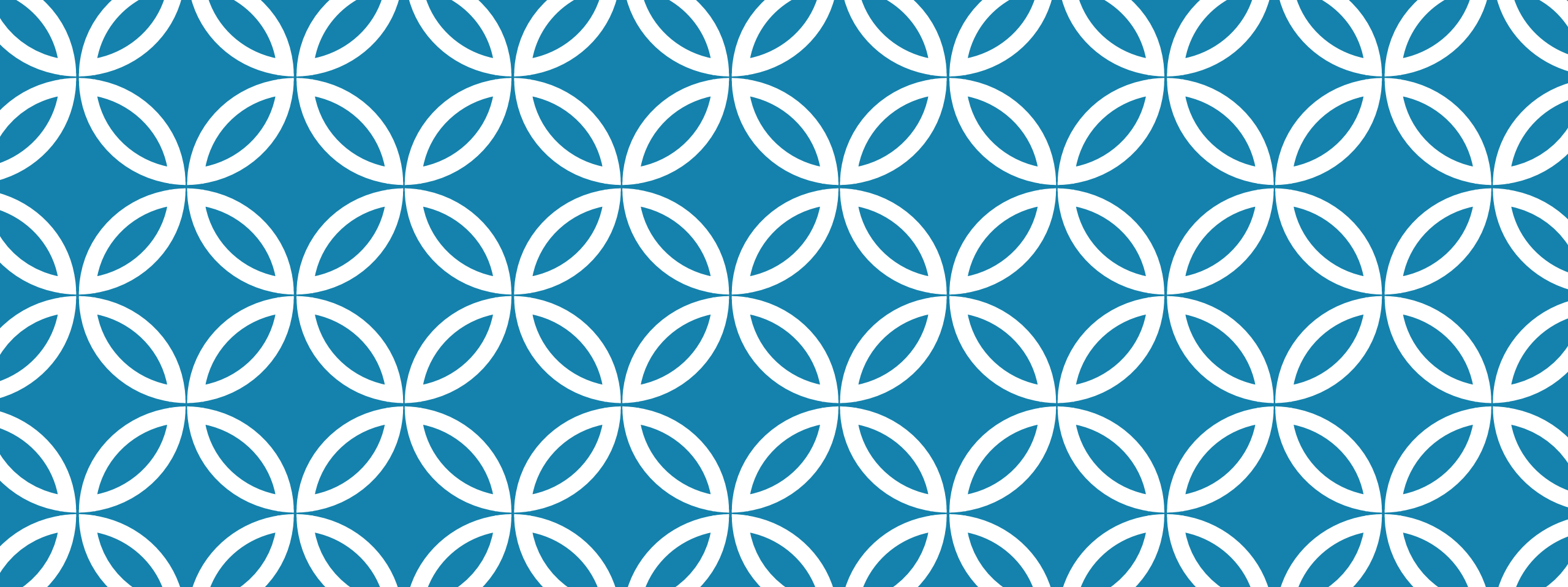
View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation



**FOR MORE INFORMATION PLEASE
CONTACT US!**

University of Texas at El Paso

Institutional Animal Care and Use
Program (IACUC)

IACUC@UTEP.EDU

(915) 747-6056