



UNIVERSITY OF
WEST GEORGIA

UWG Institutional Review Board

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Carrollton, GA 30118
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Begin by Registering with CITI. If you already have an account, skip down to the Log In instructions beginning on page 6.

Step 1: Navigate to www.citiprogram.org and “**Register**”



a new RIO, what do I do now?



Click “**Select Your Organization Affiliation**”



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)
[Status Page](#)

Type in University of West Georgia then select it in the list of choices that appear.



CITI - Learner Registration

Steps: 1 2 3 4

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 West Georgia

University of West Georgia

University of West Georgia 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.

Return to Options

Once you choose University of West Georgia, click “**I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials**” and “**I affirm that I am an affiliate of University of West Georgia.**” Then, you’ll be able to “**Create a CITI Program account.**”

CITI - Learner Registration

Steps: 1 2 3 4

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 West Georgia

University of West Georgia 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 West Georgia.

Create a CITI Program account

Return to Options



Step 2: Type in your Personal Information then continue to Step 3.

CITI - Learner Registration - University of West Georgia

Steps: 1 2 3 4

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

Continue To Step 3

Step 3: Create your Username and Password then continue to Step 4.

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 12 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: Unless you’ve published something, you do not have an ORCID iD, so do not worry about connecting one. Choose your **“County of Residence”** and choose whether you want CITI to “provide information about other courses and services after you complete your CITI Program coursework.” Then choose **“Continue Registration.”**

CITI - Learner Registration - University of West Georgia

Steps: 1 2 3 4

* Indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

Connect your ORCID iD

* 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.

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

☐ Yes
☐ No

Continue Registration

Your CE Credit Status: If you are not a licensed professional, so click “No” and “Submit”

————— Your CE Credit Status —————

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.
[Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

Submit

Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

- Click on “Courses” tab at top left of this page and click “View Courses” for your institution.
- Scroll down to “Active Courses” and/or “Completed Courses” section, as applicable.
- Click on the “Apply Now” or “Claim Now” link posted in your course box(es) at top-right corner next to a “CE” badge.

Your CE certificate(s) will be posted on this page after purchasing or claiming them.



Affiliate with an Institution: Follow the instructions to affiliate with University of West Georgia including your language preference, email address, etc. Choose your appropriate role.

You will now be able to “**Select Curriculum.**”


Question 1 (Human Subjects Research): Choose “**Social & Behavioral Research Investigators**” This is the first required CITI course to be a PI, co-PI, faculty advisor, or student PI on any research project. In other situations, the following may be appropriate:

1. If you are conducting biomedical research, choose “Biomedical Research Investigators”
2. If you are a student completing a research project under a faculty PI or conducting data collection for a class project, select “Students conducting no more than minimal risk research”

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.

- ☐ 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.
- ☐ Institutional/Signatory Official



Question 2 (Public Health Research): Choose “Not at this time” if you are not doing public health research.

Question 2

Public Health Research

Please make your selection below if you wish to be enrolled in the Public Health Research course.

☐ Public Health Research


 ☐ Not at this time.

Question 3 (GCP): Choose “Not at this time.”

Question 3

If you want to take Good Clinical Practice (GCP) please make your selection below.

☐ Good Clinical Practice (GCP)

 ☐ Not at this time.


Question 4 (Responsible Conduct of Research): Choose “**Social and Behavioral Responsible Conduct of Research Course.**” This is the second required CITI course to be a PI, co-PI, faculty advisor, or student PI on any research project. In other situations, the Responsible Conduct of Research course aligned with your field (e.g. biomedical, humanities) may be appropriate.



Question 4

Responsible Conduct of Research

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

- ☐ 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 5 (Col): If you know you have a conflict of interest, choose “Yes” to add the course. Otherwise, choose “No.” When your application is reviewed, if the IRB determines that you need to take this course, we will tell you in a revisions letter.

Question 5

Would you like to take the Conflicts of Interest course?

This question is required. Choose one answer.

- ☐ Yes
- ☐ No

Question 6 (Laboratory Animal Welfare): Choose “Not at this time.”

Question 7 (FERPA): If you are designing a study using student private records, choose “Yes” to add the course. Otherwise, choose “Not at this time.” When your application is reviewed, if the IRB determines that you need to take this course, we will tell you in a revisions letter.



UNIVERSITY OF
WEST GEORGIA

Click “**Submit.**” These courses will now appear in your CITI account and you may complete the modules. A certificate of completion must be submitted with your IRB application.



LOG IN: If you already have a CITI account, you'll just be able to **login** to CITI.



LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER

[Forgot?](#)

[Forgot?](#)

Log In

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

For those who did not register, once you login, you can navigate to **“View Courses”** affiliated with your institution.

Welcome, Elizabeth

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

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Courses Completed

11

Years of Membership

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 Georgia

View Courses

University of West Georgia

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

At the bottom of the page, there will be an option for “Learner Tools for University of West Georgia.” In that menu, you'll choose **“Add a Course.”**



Learner Tools for University of West Georgia

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

You will now be able to “**Select Curriculum.**” Follow the instructions beginning on page 5.