To log in to CITI:

Go to CITI at [http://www.citiprogram.org/](http://www.citiprogram.org/)

If you are a new user you must complete the new user information section of CITI and register.

CITI will ask you the following questions and make a selection about your organization (Please choose Childrens Hospital Los Angeles. Do not select Veterans Affairs, Department of Energy, or HIV/AIDS Network Coordination.)

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

**Participating Institutions:**

Choose from the dropdown menu:

- **Veterans Affairs:**
- **Department of Energy:**
- **HIV/AIDS Network Coordination (HANC):**

You will then be asked to select your username and password:

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ",", and ".". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

**Username:**

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

**Password:**

**Verify Password:**

Next, you will be asked your name:
First Name: 
(100 characters maximum)

Last Name: 
(100 characters maximum)

...email:

Enter your preferred email address.

Preferred Email: 
(100 characters maximum)

Verify Preferred Email: 
(100 characters maximum)

...and a secondary email address:

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary Email: 
(100 characters maximum)

Verify Secondary Email: 
(100 characters maximum)

Once you have completed the registration information you can press the submit button:

Submit  Cancel

The next area will ask about your “Member Information”. You must complete all fields marked with an asterisk.
Please provide the following information requested by Children's Hospital Los Angeles (CHLA). Required fields are marked with an asterisk (*).

<table>
<thead>
<tr>
<th>Member Information</th>
<th>Tom Keens</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Language Preference:</td>
<td>English</td>
</tr>
<tr>
<td>* Institutional email address:</td>
<td><a href="mailto:tkeens@chla.usc.edu">tkeens@chla.usc.edu</a></td>
</tr>
<tr>
<td>* Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>* Highest degree:</td>
<td>MD</td>
</tr>
<tr>
<td>Employee Number:</td>
<td></td>
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<tr>
<td>* Department:</td>
<td></td>
</tr>
<tr>
<td>* Role in human subjects research:</td>
<td>IRB Chair</td>
</tr>
<tr>
<td>Address Field 1:</td>
<td></td>
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<tr>
<td>Address Field 2:</td>
<td></td>
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<tr>
<td>Address Field 3:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip/Postal</td>
<td></td>
</tr>
</tbody>
</table>
Following the completion of this section, you must press the submit button.

You will now be asked to select a curriculum.

Choose one answer
- Human Research Course
- Good Clinical Practice Course
- Lab Animal Courses

And whether you need to enroll in a basic course or refresher course.
Choose all that apply
- Basic Course
- Refresher Course

Individuals who have completed the CHLA human subjects training and need to re-certify must take one or both refresher courses.

You will then be asked to "Choose a learner group based on your role and the type of human subjects activities that you will conduct. You will then be enrolled in the Basic Course for that group.

Choose one answer
- Biomedical: Researchers and research staff (including faculty, staff, and students) who are engaged, primarily or exclusively, in research in the Biomedical Sciences.
- Social/Behavioral: Researchers and research staff (including faculty, staff, and students) who are engaged, primarily or exclusively, in research in the Social and/or Behavioral Sciences.
- IRB Member

Once you have chosen a course, press the “submit button”.

At this point you will be asked if you wish to register with another institution.

This could be very useful if:

- You are required to complete the requirements for a VA Medical Center.
- You are collaborating with an investigator at another institution organization that uses the CITI Program.
- You are planning to move to another institution that uses the CITI Program.
- You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

CITI will then give you the following instruction:
If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution. Check **No** to continue with your current selection.

This ends the registration portion of CITI (new users) and you will now enter the Main Menu page of the website where you will click on the course you wish to complete.

If you are already register at CITI. You will be asked your Username and Password. There is an option for you to “click” if you have forgotten your login information.

If you have forgotten your “Username” or “Password”, you can complete the information to receive this information through your email. The screen will look like this:

**If you forgot your username:**

Enter the e-mail address you used for registration.

Email Address:  

[Send My Username]  [Cancel]

**If you forgot your password:**

Enter your e-mail address *and* the username you used for registration.

Email Address:  

Username:  

[Send My Password]  [Cancel]

Otherwise, by logging in with the correct “Username” and “Password” you will then be given instructions on the “Main Menu”.