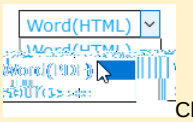

Click the drop down in the upper right of the screen. To Print, select Word (PDF). To Export, select Source

CITI Program Instruction Guide

WSU Research Compliance Office CITI Program Office
CITI Program Website
New User Registration
Step 1 – Select Your Organization Affiliation
Step 2 – Personal Information
Step 3 – Create your Username and Password
Step 4 – Learner Registration, Country of Residence
Step 5 – Learner Registration (continued)
Step 6 – Provide Information Requested by Wichita State University
Step 7 – Questions 6 and 7
How to Select Training Modules
Add a Course
How to Remove a Course
View Previously Completed Coursework
CITI Export Controls Course
Complete the Integrity Assurance Statement
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Training Modules: CITI Export Compliance
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Training Modules: CITI Conflict of Interest, Financial Conflict of Interest 12
My Profiles - Department Code 12
How to Share Training Completion Reports 13
From the CITI Program 13
Forward CITI Program Completion email 14
Questions? 14

Last Updated

Step 2– PersonalInformation

a. Enter your First and Last Name
b. Enter your prim9b05U p1 Tw 9.96 -0 0 9.96 54 472.92 Tm [(E)2.4 (nt)-16/CS1d ( )T6

Step 6– Provide Information Requested by Wichita State University

a. Language Preference Q2

Step 7– Select Curriculum

Question 1 – Laboratory Animal Welfare

If you conduct studies that use lab animals or are a in a support position for a project involving lab animals, select the applicable learner group(s).

Question 2 – Responsible Conduct of Research

If you receive and/or participate in research activities that are funded by external sources (i.e. grants, contracts or cooperative agreements), you should select the "Externally Funded Researchers" learner group.

Question 3 – Human Subjects Research

Question 4 – Good Clinical Practice

Question 5 – Health Information Privacy and Security (HIPS)

Question 6 – Conflict of Interest

If you are a full or part time faculty or staff member at WSU, select the learner group that best describes your role at WSU. Learner groups are based on roles and responsibilities.

If you are a student employee at WSU, select NO

Question 7 – Export Control

Select the learner group that best describes your position at WSU. If you're not sure which group to select (and you are not a researcher), please select 'WSU Operational Departments 1)

Question 8 – Essentials of Research Administration

Question 9 – Institutional/Signatory Official

Click the Submit button

NOTE: Questions without an asterisk (*) do not have to be answered.

Step 8: Finalize Registration

Click Finalize Registration

Congratulations, your registration is complete!

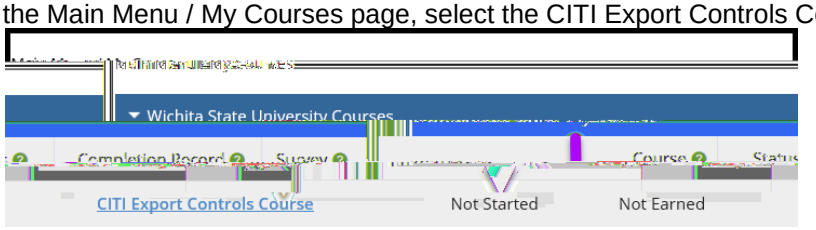
An automatic email is sent to the primary email address listed under My Profile from noreply@citiprogram.org containing your new account number and an FAQ.

Add aCourse

Select Add a Course under *My Learner Tools for Wichita State University* to return to Questions T

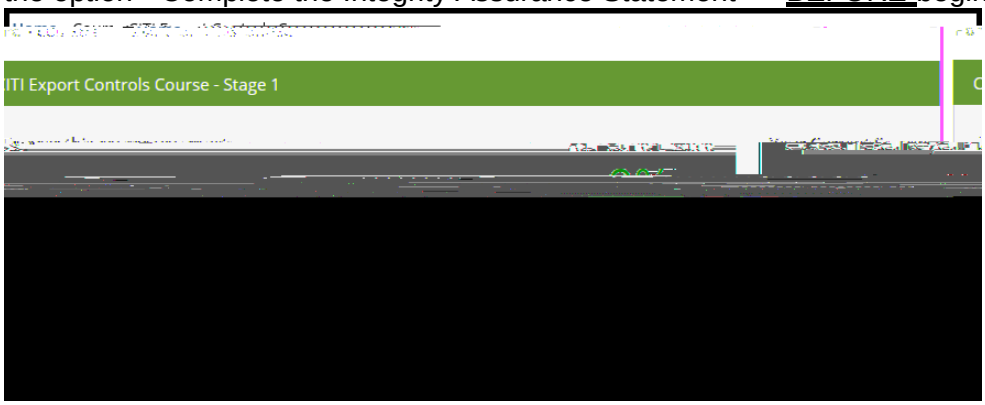
CITI Export Controls Course (Added by Question 7)

From the Main Menu / My Courses page, select the CITI Export Controls Course that you selected previously.



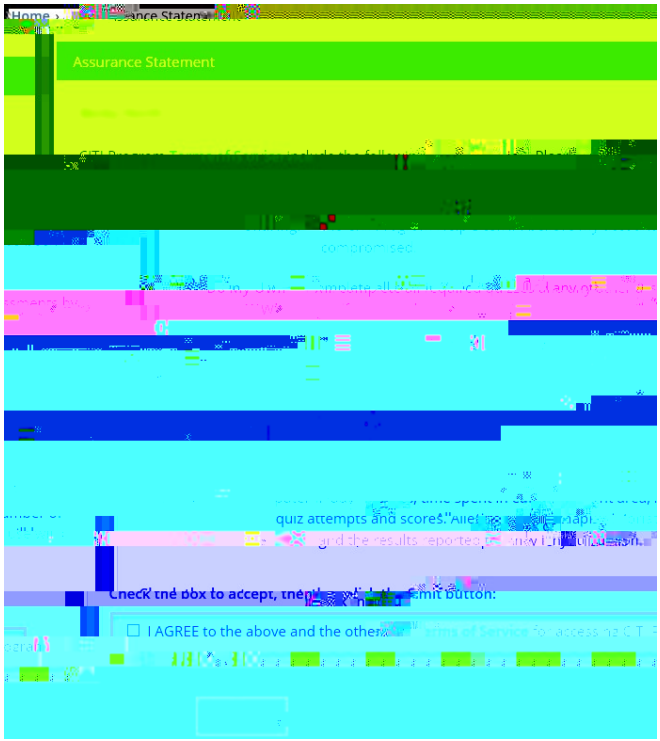
Complete the Integrity Assurance Statement

Click the option Complete the Integrity Assurance Statement BEFORE beginning the course



Assurance Statement

a. Read the Assurance Statement's Terms of Service
b. Check the I Agree box
c. Click Submit to proceed



CITI Export Controls Course – Stage 1

Complete the required modules in the Learner Group selected in Question 7.

Take the quiz at the end

To pass the course, an average score of at least 80% on all quizzes associated with the course's module is required

Training Modules within CITI Export Compliance

Complete all required modules within the learner group you selected in Question 7. You may take the supplemental modules if you wish.

Reminder: Take the quiz at the end of each module!

How to Share Training Completion Reports

There are different ways to notify your Supervisor/Department head of successful completion of the CITI Courses.

From the CITI Program

Under My Courses , locate the completed course whose transcript you want to share and select the option View - Print - Share

If instructed by your Supervisor/Department Head to send them a copy of your completion information:

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