



## CITI Program

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To add the Conflicts of Interest Stage 1 course follow the steps below

1. Log into your CITI Program (<http://www.citiprogram.org/>).
  2. On the Institution Courses page select **View Courses** next to Valdosta State University.
  3. On the **Valdosta State University** page, scroll down and select **Add a Course**.
  4. On the **Select Curriculum** page answer accordingly:
    - Question Number 1 – **Conflicts of Interest** - select **Yes**.
    - Question Number 2 – **Human Subjects Research** - select **Not at this time**
    - Question Number 3 – **Responsible Conduct of Research** - select **Not at this time**.
    - Question Number 4 – **Laboratory Animal Welfare** - *scroll past this section*.
    - Question Number 5 – **Webinars** - select **Not at this time**
    - Question Number 6 – **COVID-19: Back to Campus** - select **Not at this time**.
    - Question Number 7 – **Information Privacy & Security (IPS)** - select **Not at this time**.
    - Question Number 8 – **IRB Chair** - select **Not at this time**.
  5. Click on the **Submit button**.
  6. When your screen refreshes you will see this message: ***"You are now enrolled in the course(s) you selected."***
  7. Under **Courses Ready to Begin**, locate the course **"Conflicts of Interest Stage 1"** – click on **Start Now**.
  8. On the **Assurance Statement** page review, the **Terms of Service** and **Privacy Cookie Statements** along with the information listed – in order to continue to the required modules, check the box - ***I AGREE to the above, the Terms of Service, and the Privacy and Cookie Policy, in order to access CITI Program materials.***
  9. To complete the course modules, click on **Start**.
  10. **80% must be achieved for each module.**
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