



VALDOSTA
STATE
UNIVERSITY

CITI Course Completion Instructions

1. Go to <http://www.citiprogram.org/>
2. Click **New Users** [Register Here](#)
3. On the [Complete Registration Steps](#) page, complete the following questions:
 1. Select **Valdosta State University** as the participating institution. Leave the other fields blank.
 2. Select your Username and Password
 3. Enter your name
 4. Enter your email address
Click "Submit"
4. On the [Member Information](#) page, fill in the required fields (except Employee Number). Students must include their mailing address and a telephone number
Click "Submit"
5. On the [Select Curriculum - Valdosta State University](#) page:

To enroll in required training:

 - a. Question Number 1 **Conflict of Interest**; select "no"
 - b. Question Number 2 **Human Subjects Research**; select *Students in Research* course.
 - c. Question Number 3; check **I have not previously completed an approved Basic Course**.
 - d. Question Number 4; select **Not at this time**
 - e. Question Number 5; **You do not have to answer**
Click "Submit."
6. You will then be taken back to your CITI account Homepage.
7. **Click "Start" next to the Students in Research course**
8. On the [Required Modules](#) page, click on **The Integrity Assurance Statement**, read it, and signify compliance before beginning the modules. Then complete the IRB Basic module.
9. To print a completion certificate, return to the [Main Menu](#) and click on **Completion Reports** for the course.
10. To view and/or print a copy of all the modules you have completed, go to the [Main Menu](#), click on **Previous Coursework completed**. You may also save this page as a .pdf file or cut and paste the contents into a Word document.