Conflict of Interest Training Registration
(Individuals without WHOI Email)

1. Access this link: [https://www.citiprogram.org/](https://www.citiprogram.org/)

2. At the top right click on “Register” (next to Help)

3. Under Select Your Organization Affiliation type in “Woods Hole Oceanographic Institution”. It should pop up in a list of Organizations, select it then click Continue to Step 2.
4. **Step 2** requests that you enter your first and last name along with your email address.

- Please enter your name here as you would like it to appear on your completion report received at the end of the course.

- Ensure you use an email address that you can access so you can complete the registration process by verifying the email.

- You can use any email address to register but we recommend not using your institutional email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account if you use a non-institutional email. This means you can keep the same account and transfer credit if you affiliate with a new institution.

- While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

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<th>CII - Learner Registration</th>
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<tr>
<td>Steps: 1 2 3 4 5 6 7</td>
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**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]
5. **At Step 3** you will choose a username and password for your account. Please follow the on-screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and that you can comfortably answer for the tech support team.
6. **Step 4** collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

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**Gender, Ethnicity and Race**

- Why does CITI Program ask about your gender, race and ethnicity?
- Why does CITI Program use these categories?
- Why does CITI Program ask about your gender?

* indicates a required field.

**Your Gender Is:**
- Male
- Female
- I would rather not disclose

**Your Ethnicity Is: (You may choose only one)**
- Hispanic or Latino
- Not Hispanic or Latino
- I would rather not disclose

**Your Race Is: (You may choose more than one)**
- American Indian or Alaska Native
7. Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

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**Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for recertification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

Please **register your interest for CE credits below** by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

**Yes**
At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

<input type="radio" name="option" value="Yes" checked><br>
Yes

**No**
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.

<input type="radio" name="option" value="No" checked><br>
No

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8. **Step 6** is Institution related information. Please fill out.

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**Please provide the following information requested by Woods Hole Oceanographic Institution**

* indicates a required field.

**Language Preference**

**Institutional email address**

**Gender**

**Highest degree**

**Employee Number**

**Department**

**Role in research**

**Address Field 1**

**Address Field 2**
9. The questions in **Step 7** enroll you in CITI Program courses.

You may skip Question 1 (these are optional courses).

**Question 2** – *Would you like to take the Conflicts of Interest Course?* **Choose Yes and then Complete** Registration.

**Select Curriculum**

* Indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

**Question 1**

**Responsible Conduct of Research**

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

*Choose one answer*

- 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 2**

**Conflicts of Interest (COI)**

Would you like to take the Conflicts of Interest course?

*Choose one answer*

- Yes
- No

**Complete Registration**
10. Complete The Integrity Assurance Statement before beginning the course.

11. Complete the required modules. As you complete one module the next one will be available.