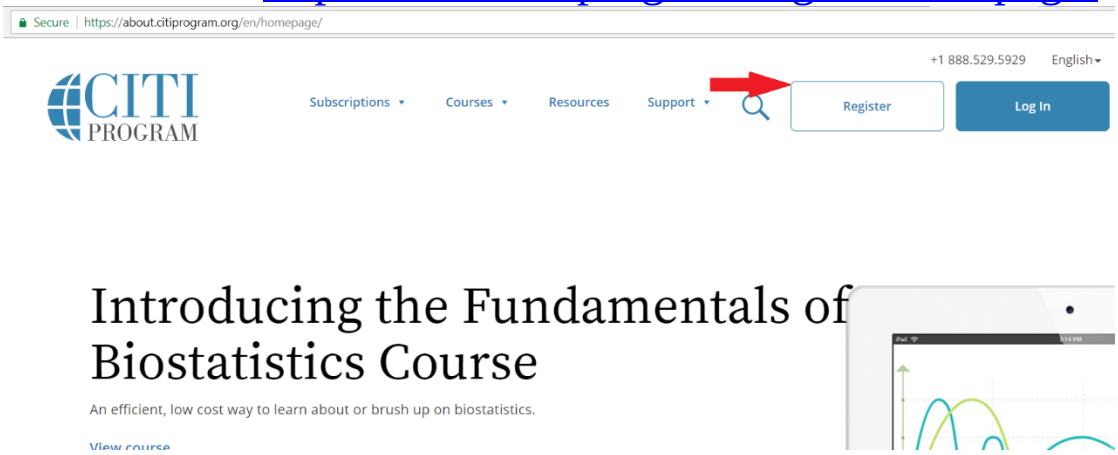
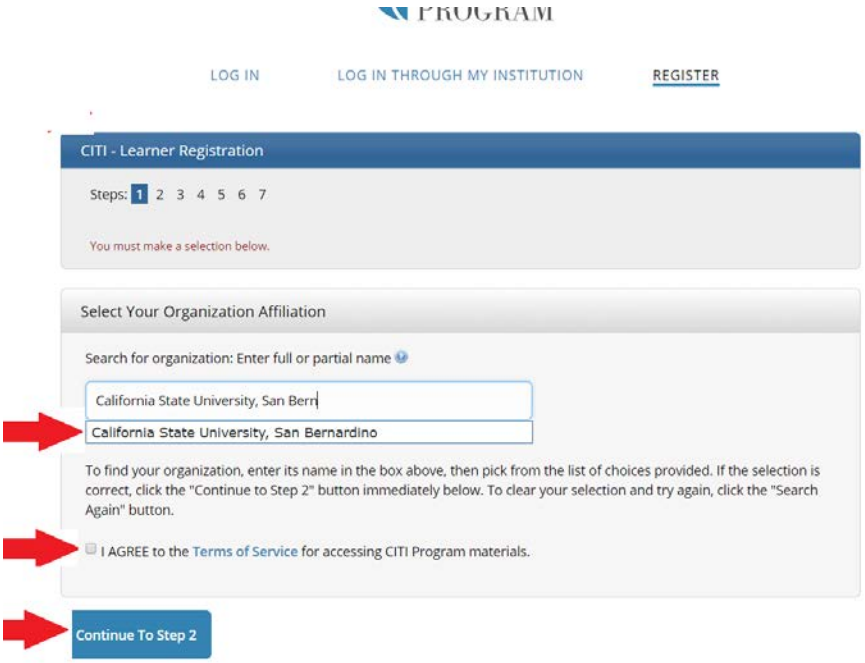
CITI Training/Certificate Instructions

The training generally takes several hours but can be done at different times. This document provides instructions for the CITI instructions for the DREAM Team. Please do not complete steps 15-16 unless you are joining Dr. Badiee's DREAM Team.

1. Click on https://about.citiprogram.org/en/homepage/



2. Type in California State University, San Bernardino and click on it when it comes up. Click I agree and Continue to Step 2.



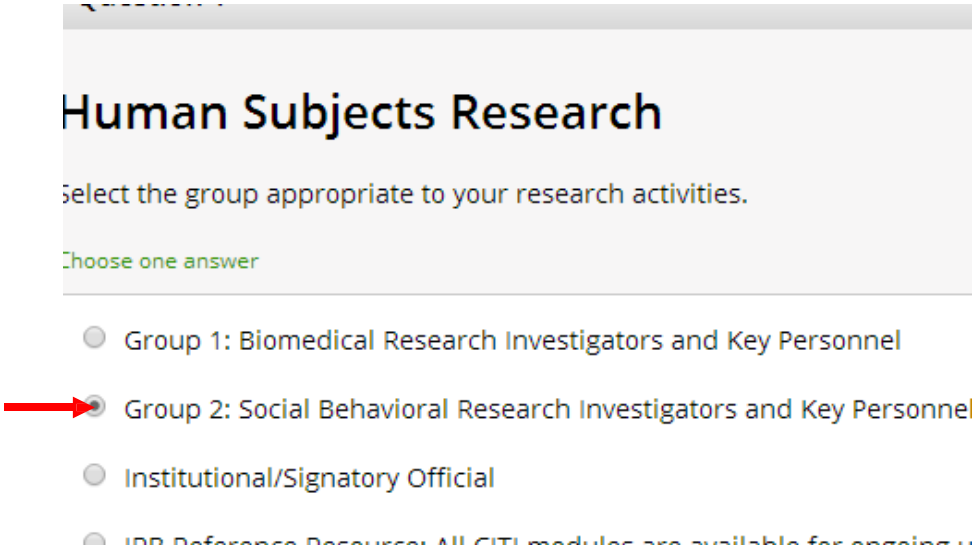
3. Answer the questions about your personal information and complete the steps.

4. Create Username and Password.

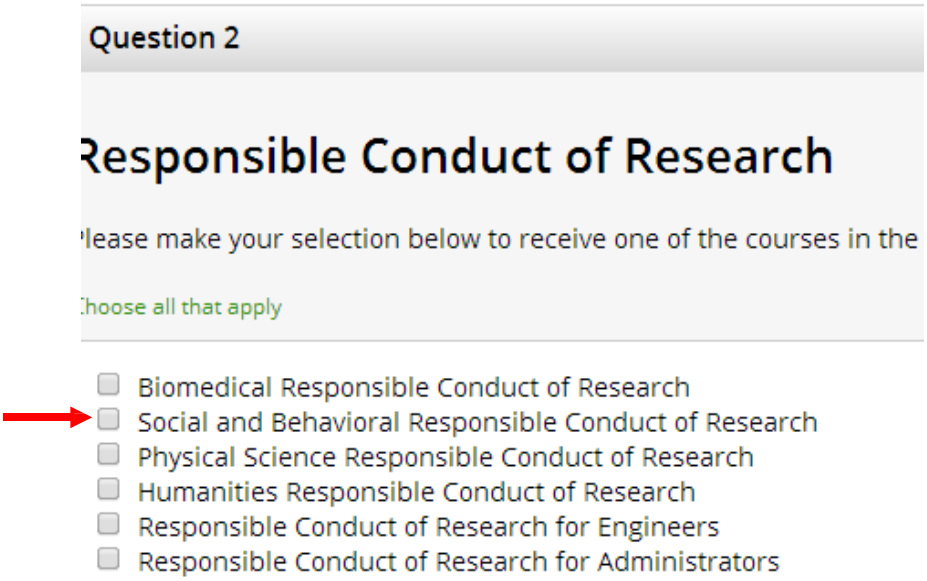
5. Click “No” for the CEU credit option.

6. After creating the account, check the box for human subject research.

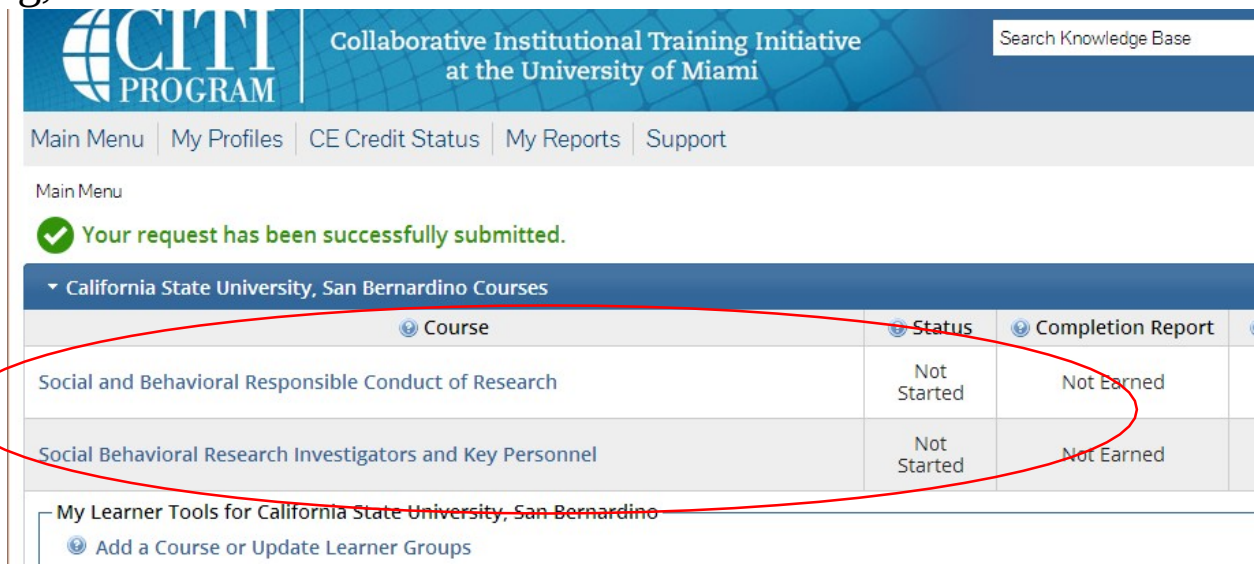
7. Select Group 2: Social Behavioral Research Investigators and Key Personnel.



8. Click on the Social and Behavioral Responsible Conduct of Research Course box.

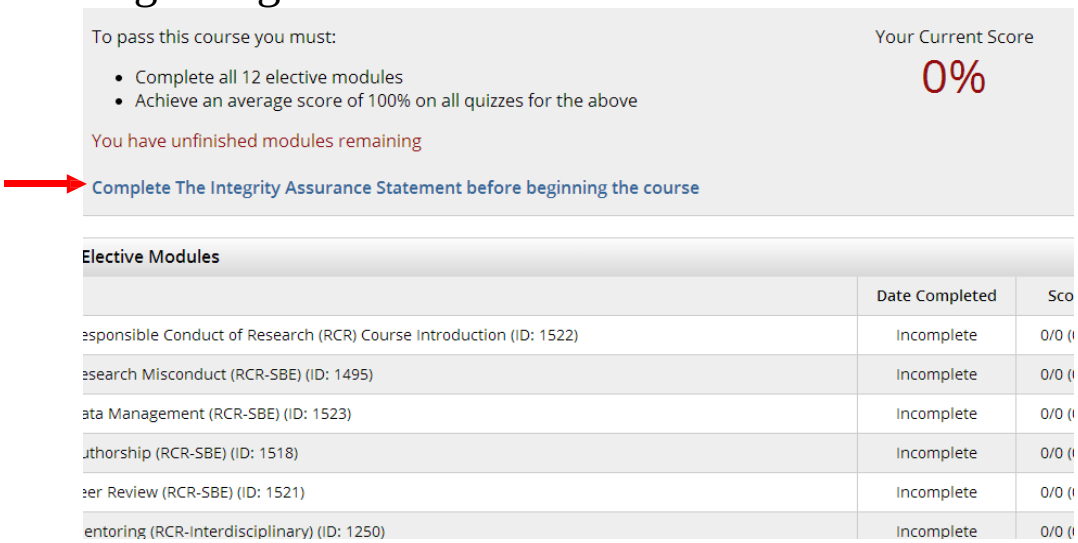


9. Scroll Down (Skip all other questions) AND click on SUBMIT
   a. The system will direct you to another screen and a green message will show that you have successfully submitted the request.
   b. You will also see the two courses that you will be taking, with the status: "Not Started"



10. Click on "Social and Behavioral Responsible Conduct of Research."

11. Click on “Complete The Integrity Assurance Statement before beginning the course.”



12. Read the statements and click “I agree.” This will take you back to the above screen and you should see the sections highlighted in blue.

13. Click on each section until all are shown complete. You can do this at your own pace and can log back in later to finish. To do this, click on My Reports tab and complete the modules.

14. If you have any other questions you can visit this link for a how to guide: http://citiprogram.desk.com/customer/portal/articles/235747-how-to-demo-the-citi- program-courses

15. When you are done, send the completion certificates as pdf files to Dr. Badiee at mbadiee@csusb.edu along with your application, which can be found on http://psychology.csusb.edu/facultyStaff/manijeh_badiee.htm. The subject of the email should be DREAM Team Application.

16. If you do not receive an email confirmation within 3 days, please send again.