1. Click on CITI training link (D2L -> Contents -> CITI Training -> CITI Training link)
2. Click on Register on top R corner

3. For this, you want to select the first option since the school is paying for it. 'Select your Organization Affiliation'

4. Start typing in South Dakota and 'South Dakota School of Mines and Technology' will pop up. Select this.

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

South Dakota

South Dakota School of Mines and Technology
South Dakota State University
South Dakota State University (SSO)
University of South Dakota

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help Logging In? Chat With Us For Assistance.
Status Page

5. In order to proceed, you will need to agree to the terms of service, and affirm that you are affiliated with the school by checking both tic boxes. Then click on 'Create a CITI Program account'.

CITI PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

South Dakota School of Mines and Technology

South Dakota School of Mines and Technology only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of South Dakota School of Mines and Technology.

Create a CITI Program account

Return to Options

New to the CITI Program? Read the getting started guide or watch the getting started video.

6. Add in your personal information here. For the email address, use your school one. Secondary one can be your personal email if you choose.

LOG IN   LOG IN THROUGH MY ORGANIZATION   **REGISTER**

CITI - Learner Registration - South Dakota School of Mines and Technology

Steps : 1 **2** 3 4

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

New to the CITI Program? Read the getting started guide or watch the getting started video.

7. Create a username and password. I was lazy and just used my school email and password, so it is easier to remember. Do whatever you want. Then select a security question and input your answer.

Steps. 1 2 **3** 4

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

...

* Security Answer

Continue To Step 4

8. You most likely do not want to connect, and your country of residence is now the US! You also probably do NOT want to be contacted about this program, since they will just try to get you to buy things.

CITI - Learner Registration - South Dakota School of Mines and Technology

Steps: 1 2 3 **4**

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

ⓘD **Connect your ORCID iD**

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

○ Yes
◉ No

Continue Registration

9. You most likely do NOT want to pay for CE credits. I would select 'No' here unless you want to pay for this.

— Your CE Credit Status —

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits. Learn more about CE credits.

Are you a licensed professional who would like to earn CE credits?

◉ No   ○ Yes

Submit

ⓘ Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:
- Click on "Courses" tab at top left of this page and click "View Courses" for your institution.
- Scroll down to "Active Courses" and/or "Completed Courses" section, as applicable.
- Click on the "Apply Now" or "Claim Now" link posted in your course box(es) at top-right corner next to a "CE" badge.

Your CE certificate(s) will be posted on this page after purchasing or claiming them.

10. Just a helpful hint when filling out your personal information. A MA or MS is a Master's degree, a BA or BC is a Bachelor's degree. If you are getting paid through the school,

you are a 'Research Assistant' and our department is "Mining Engineering and Management".

Highest degree

MA or MS

Employee Number

Department *

Mining Engineering & Ma

Role? *

Research Assistant

Address Field 1

4723 Patricia St

Address Field 2

Address Field 3

City

11. To enroll in the one course we need, answer "NSF Grants" to the first question on Responsible Conduct of Research (RCR). For question 2 and 3, answer "Not at this time".

Question 1

Responsible Conduct of Research

Please select the course below to be enrolled.

(●) NSF Grants
(○) Not at this time.

Question 2

Export Compliance

If you would you like to register for the Export Compliance course, please select the appropriate option below.

(○) CITI Export Controls Course
(●) Not at this time.

Question 3

Human Subjects Research (HSR)

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

(○) **Biomedical (Biomed) Comprehensive:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

(○) **Social-Behavioral-Educational (SBE) Comprehensive:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

(○) **Biomedical Data or Specimens Only Research:** No direct contact with human subjects.

(○) **IRB Members - Biomed Focus**

(○) **IRB Members - SBE Focus**

(●) Not at this time.

[Submit]

12. You are now complete! Your course should show up in "Courses ready to begin" and just click on Start now.

CITI
PROGRAM

My Courses   My Records   My CEs   Support

English ▼

🔍

Kristin Guerin-Davey
ID 13607169 ▾

Welcome, Kristin

Add Institutional Affiliation
Register as Independent Learner

0	1
Courses Completed	Day of Membership

Show Courses for: South Dakota School of Mines and Technology ▾   **Institution List**

South Dakota School of Mines and Technology

Active Courses   Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin   Learner Tools

South Dakota School of Mines and Technology
NSF Grants
Stage 1 - Basic Stage

0 / 10 modules completed

Start Now

Completed Courses   Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are available in Records.

Learner Tools for South Dakota School of Mines and Technology

- Add a Course
- Remove a Course