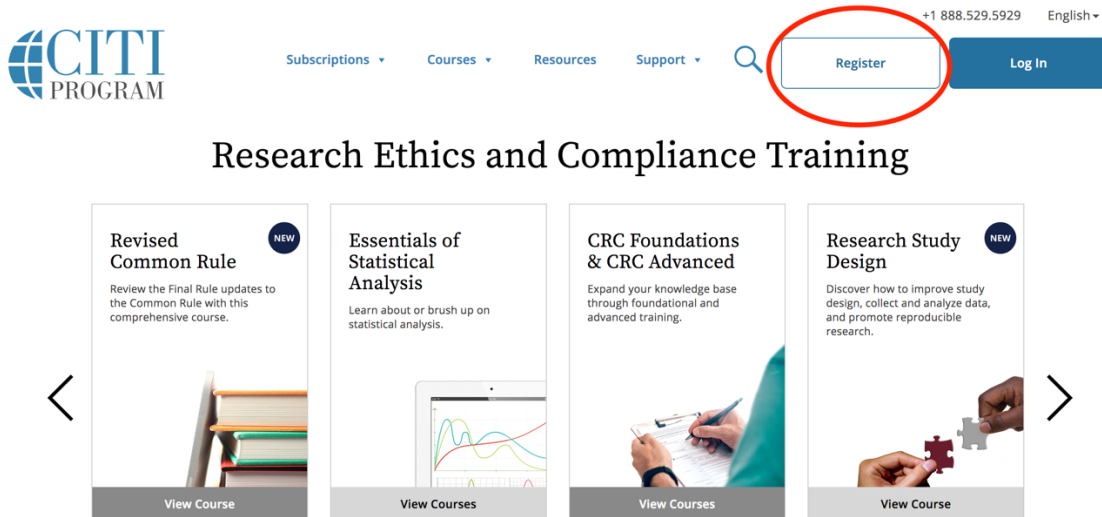


The Human Subjects training is *free* for all Pepperdine students, staff and faculty.

Here are steps to register for the Human Subjects Training course:

- 1) Go to: <https://about.citiprogram.org/en/homepage/>
- 2) Click on “Register” (located on the top right corner of the screen)



- 3) Proceed by entering the name “Pepperdine University” in the box. When the words “Pepperdine University” come up – click on that. And check on “I agree to the terms of services” box, as well as the box “I affirm that I am an affiliate of Pepperdine University.”

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

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. ⓘ

Pepperdine University

Pepperdine University 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 Pepperdine University.

Continue To Create Your CITI Program Username/Password

- 4) Finally, click on “Continue to Create Your CITI Program Username/Password” and continue to fill out all steps of the form with your information.

CITI - Learner Registration - Pepperdine University

Steps : 1 2 3 4 5 6 7

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) State (unless told otherwise) that you are NOT interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI program courses.

Steps: 1 2 3 4 5 6 7

\* Indicates a required field.

\* 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 re-certification are available for many CITI courses – with that availability indicated on course and module listings. **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.

☐ 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.

☐ No

- 6) Provide your Pepperdine e-Mail address, your department and your role in your current research.

CITI - Learner Registration - Pepperdine University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Pepperdine University

\* Indicates a required field.

Language Preference  
English ▾

\* Institutional Email Address

Gender

Highest Degree

Employee Number

\* Department

\* Role In Research

- 7) Once you have registered your account, choose the appropriate human subjects training course (see FAQ) and answer the rest of the questions in order to add and start your applicable CITI training course.

Question 1

**Human Subjects Research**

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.

Choose all that apply

- ☐ Graduate & Professional Schools - Business, Law and Public Policy Students Human Subjects Training
- ☐ Graduate & Professional Schools - Faculty Human Subjects Training
- ☐ Graduate & Professional Schools Psychology Division Human Subjects Training
- ☐ Graduate & Professional Schools IRB Members and Reviewers
- ☐ Seaver Undergraduate Biomedical Research Investigators
- ☐ Seaver Undergraduate Social & Behavioral Research Investigators
- ☐ Seaver Undergraduate IRB Members
- ☐ Seaver Undergraduate Data or Specimens Only Researchers
- ☐ Seaver Undergraduate Students, Faculty, and Staff (Conducting Minimal Risk Research)
- ☐ MSOD Human Subjects Training
- ☐ GSEP Education Division - Social-Behavioral-Educational (SBE)
- ☐ Revised Common Rule