

How To Register For CITI Program At DMACC

All individuals involved in human subjects research are required to complete CITI Training before applying for IRB approval.

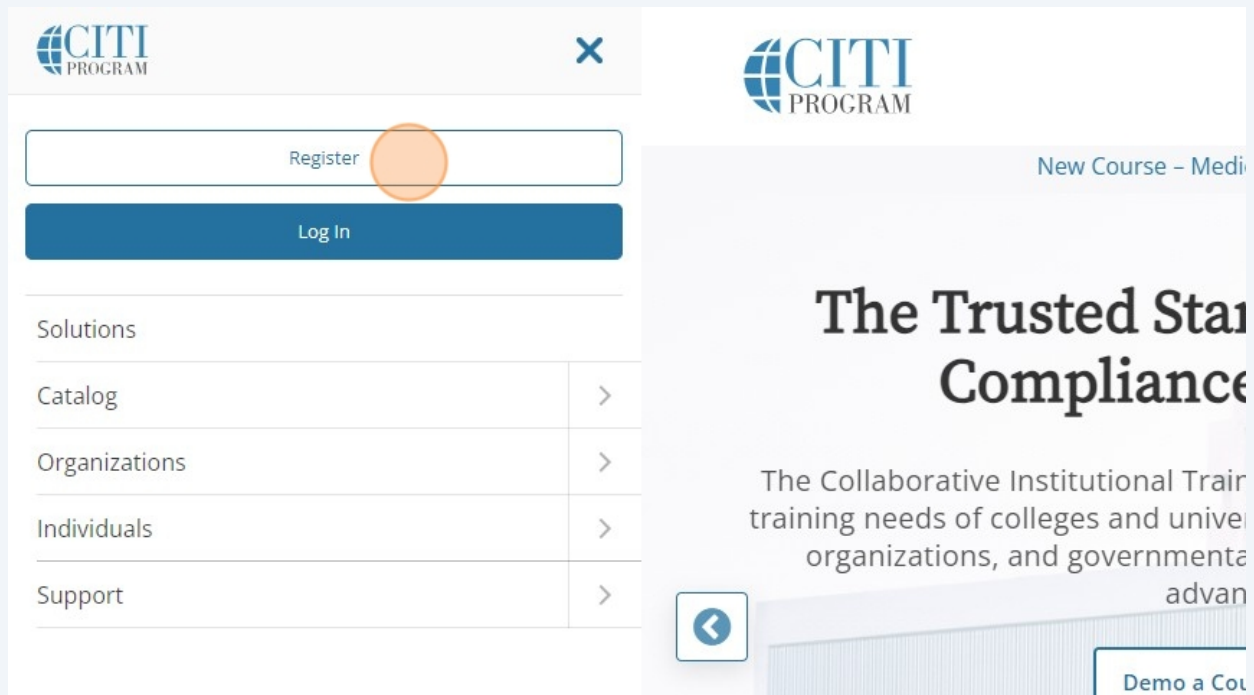
This guide offers a step-by-step process for registering for the CITI Program at Des Moines Area Community College, helping users navigate the registration process with ease. By following this guide, individuals can successfully register and start accessing the basic course.

- 1 Navigate to <https://about.citiprogram.org/>

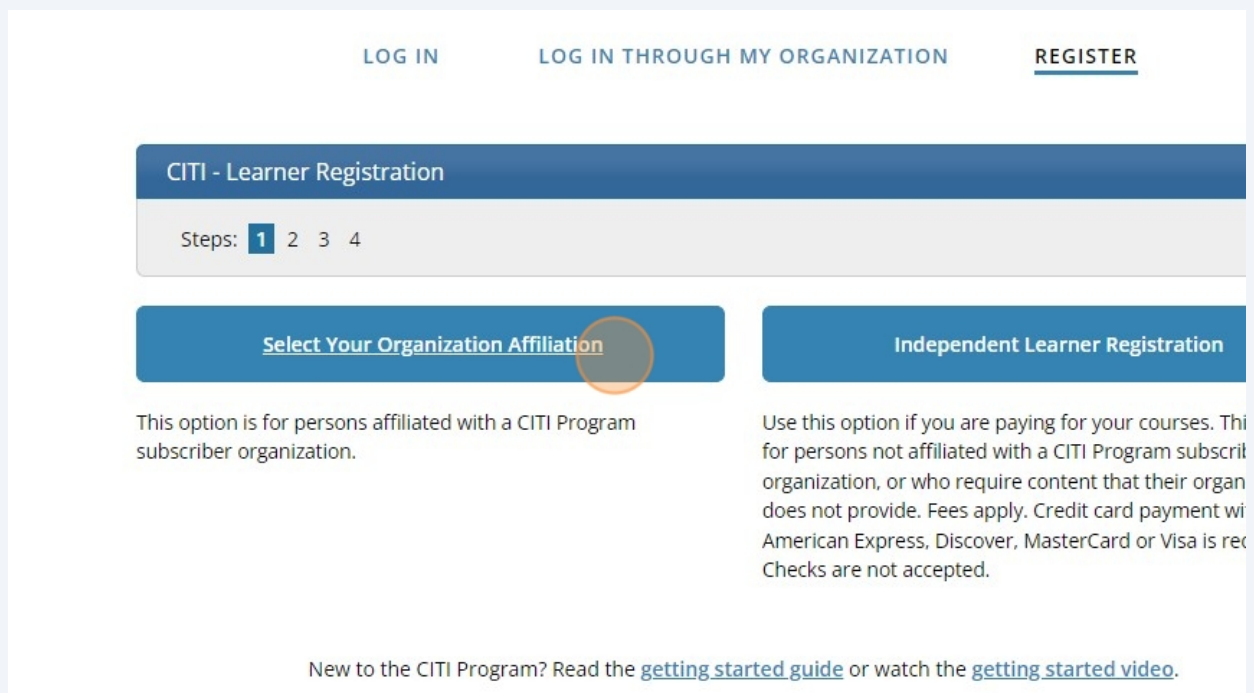
- 2 Click "Register" or the hamburger link.



3 If you used the hamburger link, click "Register."



4 Click "Select Your Organization Affiliation"



5 In the text field, start to type in "Des Moines Area Community College."

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. ⓘ

[Return to Options](#)

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.](#)

6 Click "Des Moines Area Community College."

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

There are 1 more result(s) than shown here. Please be more specific.

- ArtCenter College of Design
- Association Quebecoise des infirmieres et intervenants en recherche Clinique (AQIIRC) (N2)
- Biodesix
- CISSS des Laurentides (N2)
- Des Moines Area Community College**
- Des Moines University
- Desert Research Institute
- Desert Research Institute (SSO)
- Gerrish MedEsthetics
- Lourdes University
- Maimonides Medical Center
- Mexicana de Investigacion Clinica en Enfermedades Infecciosas Emergentes (LaRed)
- Rhode Island School of Design
- Rhodes College

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Please read and check the "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials"

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. ⓘ

Des Moines Area Community College

Des Moines Area Community College 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.

[Return to Options](#)

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Check the "I affirm that I am an affiliate of Des Moines Area Community College."

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. ⓘ

Des Moines Area Community College

Des Moines Area Community College 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 Des Moines Area Community College.

[Return to Options](#)

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9 Click "Create a CITI Program account."

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. ⓘ

Des Moines Area Community College

Des Moines Area Community College 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 Des Moines Area Community College.

[Create a CITI Program account](#)

[Return to Options](#)

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10 Enter your first and last name exactly as it appears in DMACC HR records.

CITI - Learner Registration - Des Moines Area Community College

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 access the first one. If you forget your username or password, you can recover that information using either email address.

11 Enter your DMACC email address.

Personal Information

* indicates a required field.

* First Name

Enter Name

* Last Name

Enter Name

* Email Address

Enter Email

* Verify email address

Enter

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability 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

12 Enter a secondary email if you wish.

* Email Address

Enter DMACC Email

* Verify email address

Enter DMACC Email

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability 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](#).

13 Create and enter a username.

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

14 Create and enter a password.

* User Name

Create 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

Made with Scribe - <https://scribehow.com>

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15 Complete security question option and click "Continue To Step 4."

* 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

What's your pet's name? ▾

* Security Answer

Continue To Step 4

16 Enter in country of residence and check "yes" or "no" if you want ads emails sent to you.

id 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.

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


☐ Yes

☐ No

17 Click "Continue Registration."

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 Program coursework? 

☐ Yes

☒ No

[Continue Registration](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

18 Click the appropriate options and click "Submit"

What are continuing education (CE) credits?

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

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

☐ No ☒ Yes

1. Please select the type(s) of CE credit you would like to earn. *

☐ ACCME-IPCE credits

ACCME continuing medical education (CME) credits are available for Athletic Trainers, Dentists, Dietitians, MDs, DOs, PAs, Nurses, Optometrists, Pharmacists, Psychologists, Social Workers. We also offer *AMA PRA Category 1 Credits™* for other professionals. IPCE credits require payment. [Learn more about CITI Program's ACCME CME Credits](#)

19 Select the appropriate language option.

 Please provide the following information requested by Des Moines Area Community College.

Fields marked with an asterisk (*) are required.

Language Preference


Institutional email address *

We recommend providing an email address issued by Des Moines Area Community College or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Des Moines Area Community College officials identify your learning records in reports.

20 Answer all required questions marked with an *. You may choose whether to answer the optional questions without an *.

Institutional email address *

We recommend providing an email address issued by Des Moines Area Community College or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Des Moines Area Community College officials identify your learning records in reports.

Verify Institutional email address *

Highest degree

21 Department is a required field.

Highest degree

...

Employee Number

Department *

Role? *

...

22 Role is a required field.

Department *

Role? *

...

Address Field 1

Address Field 2

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The required training for submitting an IRB application is the "Social & Behavioral Research Investigators" course. The other training options listed are not necessary for the IRB application process.

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 Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☒ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- ☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ Not at this time.

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Once all questions are answered, click "Submit."

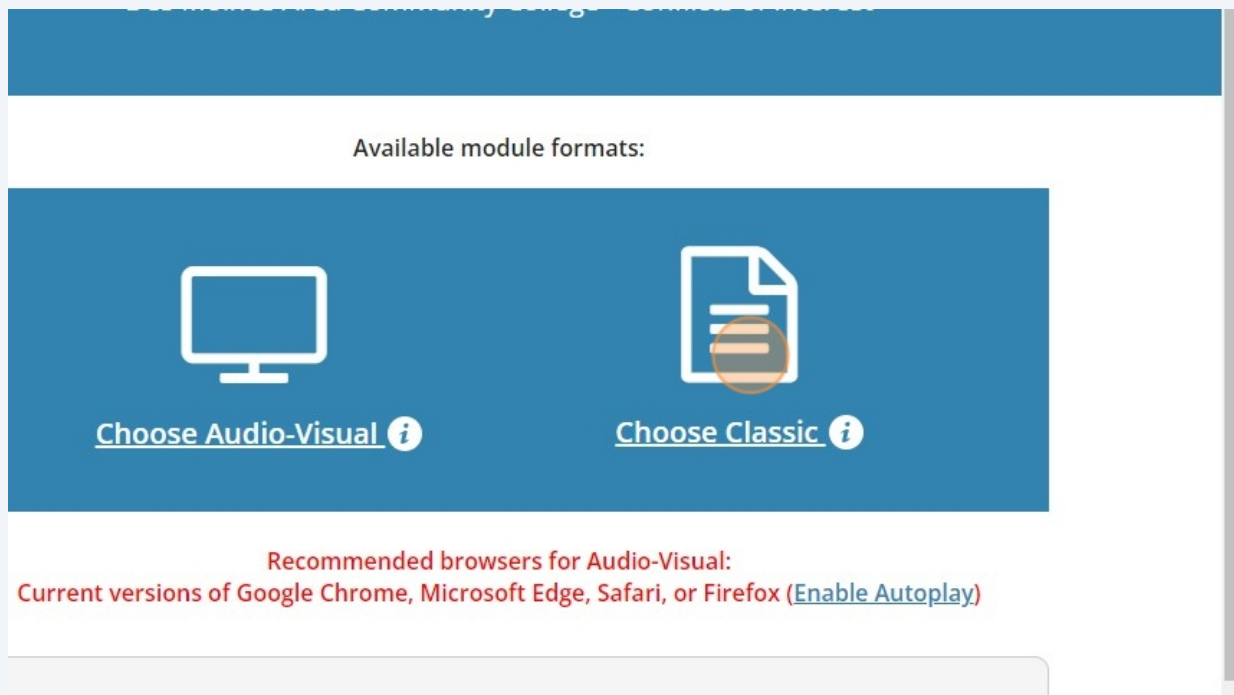
of Research.

- ☐ Biomedical Responsible Conduct of Research
- ☐ Responsible Conduct of Research for Engineers
- ☐ Humanities Responsible Conduct of Research
- ☐ Physical Science Responsible Conduct of Research
- ☐ Social and Behavioral Responsible Conduct of Research
- ☐ Responsible Conduct of Research for Administrators
- ☒ Not at this time.

Submit

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Choose either the "Audio-Visual" option (video with audio) or the "Classic" option (read-only) to complete your courses.



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After completing all required sections of the "Social & Behavioral Research Investigators" training, save the certificate of completion. You'll need to upload this certificate to your IRB application as proof of completion.



For additional support or questions, please email irb@dmacc.edu.