Instructions for PHS Financial Conflict of Interest Training
How to Register for the CITI Course
Access the course at https://www.citiprogram.org. Once there, click Register button under “Create an account”
Go to the Participating Institutions drop-box. In the drop-box, select University of Maryland, Baltimore County.
Enter your first and last name as you would like it to appear on your completion report received at the end of the course. Use an email address that you can access so you can complete the registration process by verifying the email.
Chose a username and password for your account. 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.
This page 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 OTI Program ask about your gender, race, and ethnicity? *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
  - [ ] Black or African American
  - [ ] Asian
  - [ ] Native Hawaiian or Other Pacific Islander
  - [ ] White
  - [ ] I would rather not disclose

Continue to Step 5
Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits. You can also let CITI know your interest in participating in research surveys at a later date.
Enter information into all required fields (*) as well as the “Department” field
* Choose roles from Principal Investigator, Investigator, Research Assistant, Student Researcher – Graduate, Student Researcher – Undergraduate, Lab Research Staff or Interviewer
* Choose the appropriate course: **Other**
Now you’re at the course curriculum screen. Scroll down to Question 4 (CITI Conflict of Interest Course).

**QUESTION 4**

UMBC Conflict of Interest Course

For additional information, please review UMBC’s policy and procedures at [http://www.umbc.edu/research/ORPC](http://www.umbc.edu/research/ORPC).

Choose one answer

- Yes
- No
Your learner account registration is now complete. You will receive an account validation email to your email address.
After validating your account through your email address you will be able to access the Main Menu of your account. Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Groups.
Questions:

Contact the Office for Research Protections and Compliance at compliance@umbc.edu or 410-455-2737