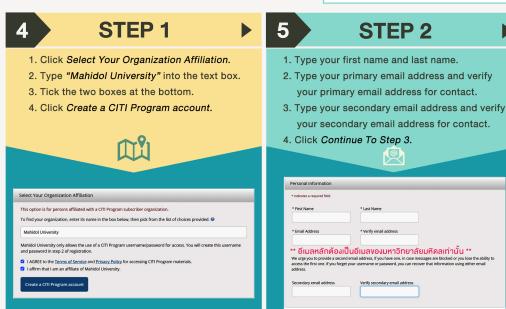# Steps to Take the CITI Program Course on Human Research Ethics

1 Open Chrome or any other web browsers.

2 Type https://www.citiprogram.org into the URL bar, and then click Enter.

3 Click Register on the top right corner.

CITI PROGRAM Solutions Catalog Organizations Individuals Register Log In

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4 STEP 1

1. Click *Select Your Organization Affiliation*.
2. Type *"Mahidol University"* into the text box.
3. Tick the two boxes at the bottom.
4. Click *Create a CITI Program account*.

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.

Mahidol University

Mahidol 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 Mahidol University.

Create a CITI Program account

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5 STEP 2

1. Type your first name and last name.
2. Type your primary email address and verify your primary email address for contact.
3. Type your secondary email address and verify your secondary email address for contact.
4. Click *Continue To Step 3*.

Personal Information

* indicates a required field.

* First Name   * Last Name

* Email Address   * Verify email address

** อีเมลหลักต้องเป็นอีเมลของมหาวิทยาลัยมหิดลเท่านั้น **
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

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6 STEP 3

1. Create your username and password.
2. Select a security question and provide the answer. This will be used if you forget your password.
3. Click *Continue To Step 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
In what city were you born?

* Security Answer
Nakhorn Pathom

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7 STEP 4

1. Connect your CITI account to your ORCID iD by clicking *Connect your ORCHD iD*. Skip it if you do not have an ORCID iD.
2. Type *"Thailand"* into the text box.
3. Click *Yes* if you want to be updated with information and assistance after you have finished the course.
4. Click *Continue Registration*.

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

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.

Thailand

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?
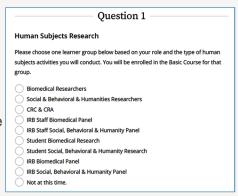
○ Yes
○ No

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8 Click *Yes* to collect CE/CME credits (physicians doing continuing education) and click *Submit*. Click *No* if you do not need credit collecting.

9 Provide information about your affiliation and set your preferred language. Then click *Next*.

10 Select a course you want to take. The program will give a question *(Question 1 Human Subjects Research)* where you will select the choice that best matches your research field and your status. Then click *Submit*.

Course takers who will use the course certificate for submission of research proposals for IRB consideration should select the module according to their research field.

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.

○ Biomedical Researchers
○ Social & Behavioral & Humanities Researchers
○ CRC & CRA
○ IRB Staff Biomedical Panel
○ IRB Staff Social, Behavioral & Humanity Panel
○ Student Biomedical Research
○ Student Social, Behavioral & Humanity Research
○ IRB Biomedical Panel
○ IRB Social, Behavioral & Humanity Panel
○ Not at this time.

Module – Human Subjects Research

For researchers, instructors, and interested staff
- Biomedical Researchers
- Social & Behavioral & Humanities Researchers

For students
- Student Biomedical Research
- Student Social, Behavioral & Humanity Research

For coordinators in clinical research
- CRC & CRA

For IRB supporting staff members
- IRB Staff Biomedical Panel
- IRB Staff Social, Behavioral & Humanity Panel

For IRB committee members
- IRB Biomedical Panel
- IRB Social, Behavioral & Humanity Panel

🔔 **Biomedical** refers to studies in biomedical and health science.

🔔 **Social & Behavioral & Humanities** refers to studies in social science, behavioral science, and humanities.

For more information, please contact the Center for Ethical Reinforcement in Research at Mahidol University.   📞 02-849-6223   ✉ mucerr@mahidol.ac.th