New RA Training Manual
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IRB ARC Registration

1. Go to the following website:

   https://eirb.research.usf.edu/Prod/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5B0
   ID%5BAC482809EC03C442A46F2C8EEC4D75D3

2. Click Register here at the top right corner

3. Fill out all the information on the following page

* Make sure you select University of South Florida St. Petersburg, College of Arts and Sciences to affiliate with and not the Tampa Psychology Department

4. Click Submit and wait for the confirmation email in your primary email address
5. If any problems arise from not being classified at the University of South Florida of St. Petersburg call the Helpline (813)974-2880

Citi Registration

1. Go to the following website:
   http://www.citiprogram.org/

2. Click Register located at the top right of the page

3. Fill out the information on the next seven steps
   Step One: Just fill out the participating institutions and pick University of South Florida
Step 2: Fill out all the information on the second step

Personal Information

* Indicates a required field.

* First Name  
* 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

Step 3: Create Username and Password
Step 4: Fill out the information on your Ethnicity, Gender and Race

Step 5: Continued learning with Citi (optional)
Step 6: Fill out the information required by the University of South Florida
Step 7: Decide if you want to get CME/CEU credits from CITI (which is optional and NOT funded by USF)

Sona Registration

Step 1: Go to the following website


Step 2: Click Request an account of to the lower left hand side of the webpage
Step 3: Fill out the following information

Step 4: Look into emails and find the temporary password Sona sent to you
Step 5: Copy and paste temporary password into the login with your User ID
Step 6: Change password so it’s easier to remember
   - Go into my profile after signing in and change password