



How to register and use the CITI Program

CITI Instructions



To begin log on to the CITI homepage: www.citiprogram.org and select Register.

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Over 5.0 million CITI Program courses have been completed since 2000

CITI Program Announcements

- Using the New CITI Program Website (August 2013)
- CITI Program Quarterly Newsletter (July 2013)
- Updated Responsible Conduct of Research Content (June 2013)
- New Human Subjects Research Refresher Courses (April 2013)

Help & Support

- How do I register?
- Merge duplicate accounts
- I forgot my Username or Password
- More...

Step 1:



Participation Institutions drop-down field - Select University of Southern Indiana, click Continue to Step 2.



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CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

*** Select An Institution**

* indicates a required field.

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions

Veterans Affairs

Department of Energy

Step 2:



Add Personal Information.



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CITI - Learner Registration

Steps: 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.

If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address

Verify secondary email address

Step 3:



Select a Username and Password.



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CITI - Learner Registration

Steps: 1 2 **3** 4 5 6 7

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**

Step 3 continued:



Create a security question and answer. Write your question and answer down for your reference. In the event that you forget your username and/or password CITI can access your records with your security question and answer.

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

[Continue to Step 4](#)

Step 4:



Complete personal information.

* 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

Step 5:



CME/CEU's are NOT available for this training so you will check, No.

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CITI - Learner Registration

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?

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

Step 5 continued:



You have the option to complete a course survey for CITI. Check yes or no before continuing to Step 6.

* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

- Yes
- No
- Not sure. Ask me later

Continue to Step 6

Step 6:



Enter your information in the CITI Course Registration fields (mandatory fields will have asterisks (*) and must be completed).

CITI - Learner Registration

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by University of Southern Indiana

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Students select: Principle Investigator, Co-Investigator, or Student Researcher – Depending on the purpose of your training.



Step 7:



If you are conducting human subjects research, please select a learner group listed below.

- Expedited/Convened
- IRB Members
- Exempt from Review
- Not at this time, Thank you.

Exempt from Review is for investigators who are completing research that has minimal risk to subjects; subjects are anonymous; project does not target children, prisoners, or pregnant women or fetuses; can involve the use of anonymous surveys, public observation, or secondary data analysis

Expedited/Convened is for investigators who are completing research that has minimal or greater than minimal risk to subjects; subject identity is confidential; project may target children, prisoners, or pregnant women or fetuses; can involve the use of confidential surveys, some non invasive clinical procedures, interviews, or secondary data analysis where subjects are identifiable; may involve deception.

***IRB Members is for faculty board members only.**

Step 7 continued:



Select Not at this Time for Responsible Conduct of Research.

Question 2

Responsible Conduct of Research

I am not conducting human subjects research. Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

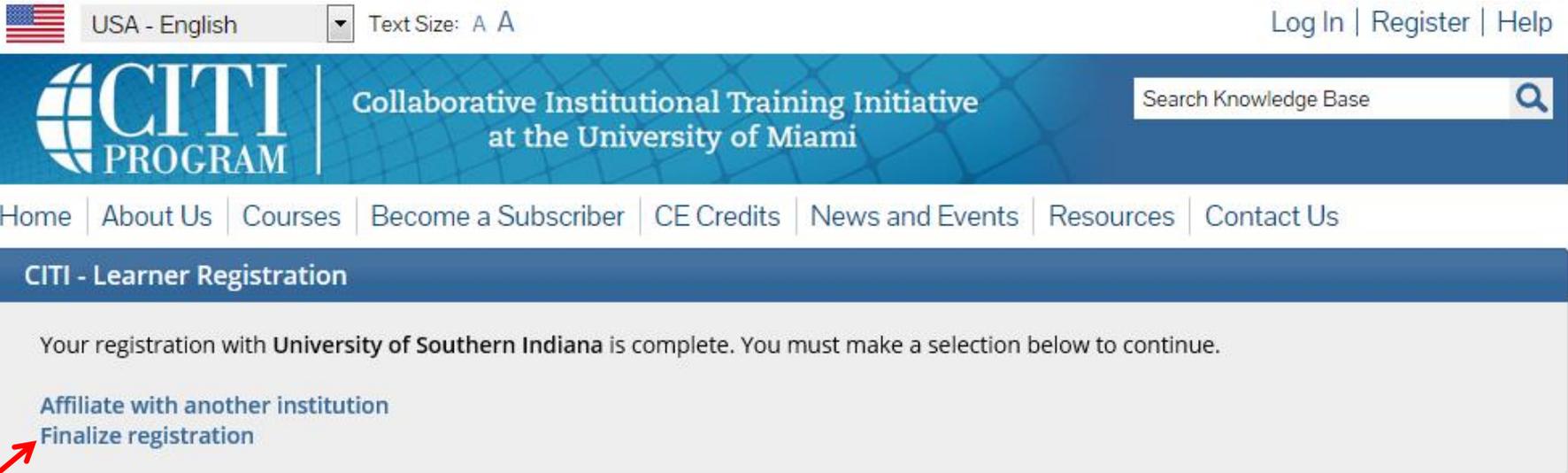
- RCR FOR SOCIAL & BEHAVIORAL GRADUATE STUDENTS/FACULTY
- RCR FOR SOCIAL & BEHAVIORAL UNDERGRADUATE STUDENTS
- RCR FOR HUMANITIES GRADUATE STUDENTS/FACULTY
- RCR FOR HUMANITIES UNDERGRADUATE STUDENTS
- RCR FOR PHYSICAL SCIENCES GRADUATE STUDENTS/FACULTY
- RCR FOR PHYSICAL SCIENCES UNDERGRADUATE STUDENTS
- THE RCR FOR ADMINISTRATORS
- THE RCR FOR ENGINEERS
- Not at this time, thank you.



Step 8:



Click Finalize Registration. You can always affiliate with another institute at another time.



The screenshot shows the top navigation bar with a US flag, 'USA - English', and 'Text Size: A A'. On the right are links for 'Log In | Register | Help'. Below is a blue banner for the 'CITI PROGRAM' (Collaborative Institutional Training Initiative at the University of Miami) with a search bar for the 'Knowledge Base'. A navigation menu includes 'Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us'. The main content area is titled 'CITI - Learner Registration' and contains the message: 'Your registration with University of Southern Indiana is complete. You must make a selection below to continue.' Two options are listed: 'Affiliate with another institution' and 'Finalize registration'. A red arrow points to the 'Finalize registration' link.

Step 9:



Log in to your email to complete registration.



USA - English



Text Size: A A

[Log In](#) | [Register](#) | [Help](#)



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Search Knowledge Base



[Home](#) | [About Us](#) | [Courses](#) | [Become a Subscriber](#) | [CE Credits](#) | [News and Events](#) | [Resources](#) | [Contact Us](#)

CITI - Learner Registration Complete

Thank you. You will receive a confirmation email from citiprogram-noreply@med.miami.edu which will include the next step in finalizing your registration. Please check your spam folder for this email and if you have any questions or need assistance, contact CITI Support at citisupport@med.miami.edu

Step 10:



Click the link sent to your email and log back in. At this screen click Expedited/Convened.

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

▼ University of Southern Indiana Courses

Course	Status	Completion Report	Survey
Expedited/Convened	Not Started	Not Earned	

My Learner Tools for University of Southern Indiana

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Step 11:



Click Complete The Integrity Assurance Statement before beginning the course.

Expedited/Convened - Basic Course

To pass this course you must:

- Complete all 10 required modules
- Complete 1 of 3 elective modules
- Achieve an average score of 80% on all quizzes

Your Current Score

0%

You have unfinished modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Required Modules

	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
University of Southern Indiana (ID: 14202)	Incomplete	0/0 (0%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)

Step 12:



After selecting agree, you can begin reviewing the first module by selecting the link under Required Modules. You must complete EACH module in order to access your completion certificate. For Exempt research there are 9 modules to complete. For Expedited/Convened research there are 10 modules to complete.

Expedited/Convened - Basic Course

To pass this course you must:

- Complete all 10 required modules
- Complete 1 of 3 elective modules
- Achieve an average score of 80% on all quizzes

Your Current Score
0%

You have unfinished modules remaining

Required Modules		
	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
University of Southern Indiana (ID: 14202)	Incomplete	0/0 (0%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)

Step 13:



Each module will record the date under “Date Complete” and you will have a grade noted under, “Score.” Keep in mind you will take nine (9) quizzes if completing the Exempt training and ten (10) quizzes if you are completing the Expedited/Convened training. Once you have successfully passed each module’s quiz your completion certificate will be available.

Required Modules		
	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	08/08/13	3/3 (100%)
Students in Research (ID: 1321)	08/08/13	8/10 (80%)
History and Ethical Principles - SBE (ID: 490)	08/08/13	5/5 (100%)
Defining Research with Human Subjects - SBE (ID: 491)	08/08/13	5/5 (100%)
The Regulations - SBE (ID: 502)	08/08/13	5/5 (100%)
Assessing Risk - SBE (ID: 503)	08/08/13	5/5 (100%)
Informed Consent - SBE (ID: 504)	08/08/13	5/5 (100%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
University of Southern Indiana (ID: 14202)	Incomplete	0/0 (0%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)

Step 16:



Your completion certificate will look like this. Please submit this certificate with each IRB application.

Exempt from Review Curriculum Completion Report
Printed on 10/25/2010

Learner:

Institution: University of Southern Indiana

Contact Information Department :

Email:

Exempt from Review:

Stage 1. Basic Course Passed on 09/27/10 (Ref # 5015020)

Required Modules	Date Completed	Score
Belmont Report and CITI Course Introduction	09/21/10	3/3 (100%)
Students in Research - SBR	09/21/10	7/10 (70%)
History and Ethical Principles - SBR	09/27/10	4/4 (100%)
Defining Research with Human Subjects - SBR	09/27/10	5/5 (100%)
The Regulations and The Social and Behavioral Sciences - SBR	09/27/10	4/5 (80%)
Assessing Risk in Social and Behavioral Sciences - SBR	09/27/10	4/5 (80%)
Informed Consent - SBR	09/27/10	5/5 (100%)
Privacy and Confidentiality - SBR	09/27/10	3/3 (100%)
University of Southern Indiana	09/27/10	no quiz

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI participating institution. Falsified information and unauthorized use of the CITI course site is unethical, and may be considered scientific misconduct by your institution.

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