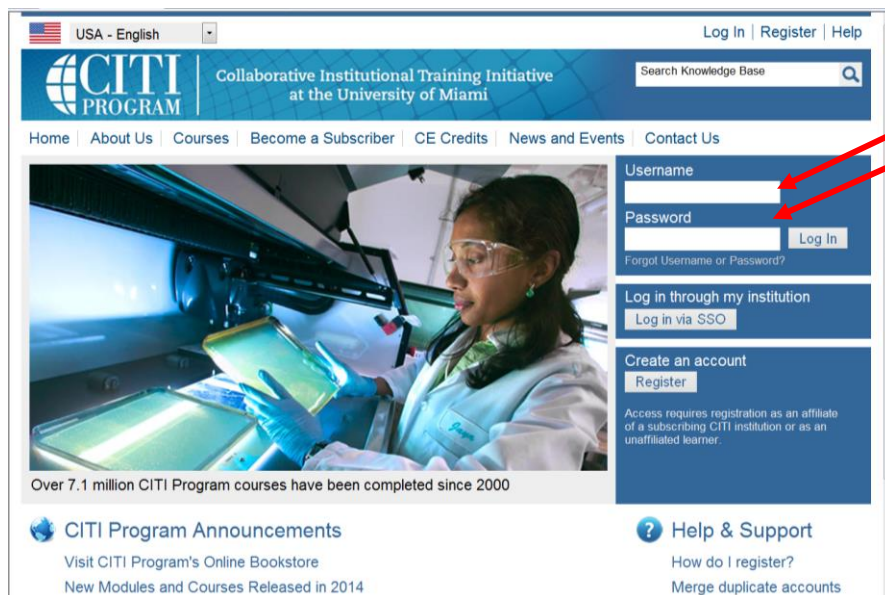


## CITI ACCESS AND DIRECTIONS FOR EXTRAMURAL PERFORMERS – EXISTING USERS

To access the CITI training program, go to: <http://www.citiprogram.org>. The following directions will assist you as you work through the required screens.

### -CITI LOGIN AND REGISTRATION-



The screenshot shows the CITI Program website's login and registration interface. At the top, there is a navigation bar with the CITI logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below this is a search bar for the "Knowledge Base". The main content area is divided into two columns. The left column features a photograph of a scientist in a lab coat and safety glasses working at a microscope. Below the photo, it states "Over 7.1 million CITI Program courses have been completed since 2000". The right column contains the login and registration forms. The "Log In" section includes fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". Below this is a section for "Log in through my institution" with a "Log in via SSO" button. The "Create an account" section includes a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." At the bottom, there are links for "CITI Program Announcements" and "Help & Support".

If you have previously registered with CITI, log in using your existing Username and Password.

If you have forgotten your Username and/or password, click on "Forgot Username or Password." You will need to know the email address you previously used. If you do not remember the email you used, or if the email you used is no longer valid, please contact DON HRPP at [human.research@med.navy.mil](mailto:human.research@med.navy.mil).

As an existing CITI user, you will need to update your Learner Group, as illustrated in the next screen shot.

### - CHANGE AFFILIATION-



The screenshot shows the user profile page for Jane Doe. At the top, it displays "Jane Doe ID: 4562960 | Log Out | Help". Below this is the CITI logo and a search bar. The main content area is titled "Main Menu" and contains a list of options: "Department of The Navy Courses", "Click here to affiliate with another institution", "Click here to affiliate with another institution", and "Affiliate as an Independent Learner". A red arrow points to the second "Click here to affiliate with another institution" link.

If you have taken courses in CITI through your own organization, you can change your affiliation.

Click "Affiliate with another institution"

## -Select Organization Affiliation-

### Step1

**\* Select Your Organization Affiliation**

\* indicates a required field.

Search for organization: Enter full or partial name

- Department of Defense National Capital Region Medical Directorate DoD NCR-MD
- Department of The Navy**
- Florida Department of Health
- Los Angeles County Department of Public Health
- Michigan Department of Community Health
- New Jersey Department of Health
- New York State Department of Health
- NYC Department of Health and Mental Hygiene
- Ohio Department of Health
- State of Tennessee Department of Health
- US Department of the Interior
- Virginia Department of Health Institutional Review Board (IRB)

Type "Department of the Navy" in the search and select from the drop down menu.

 Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [My Profile](#) > [Affiliate with New Institution](#)

**\* Select Your Organization Affiliation**

\* indicates a required field.

Search for organization: Enter full or partial name

Then click "Next"

[Next](#)

## Step 2

Please provide the following information requested by Department of The Navy

\* Indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest Degree

Employee Number

\* Department

\* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

Home Phone

\* YOUR COMMAND

Next

Select the appropriate response(s) to the questions noted as required.

Select your Command from the drop-down menu.

Click "Next."

### Step 3 [Type of Research]

#### -RESEARCH FOCUS-

\* indicates a required field.

\* Answer the following questions carefully. The software will then present the course(s) that you are required to complete.

#### What kinds of research are you conducting?

Choose all that apply

- I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.
- I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals
- I am a **Midshipman at the USNA** and I am required to complete the CITI basic course for Midshipmen.
- I am the designated **Ombudsman** for a protocol and I am required to complete the Ombudsman course.
- I am wanting to take courses in **Spanish**.
- I am wanting to take the Financial Conflict of Interest course.

Please click and choose "I am conducting, planning to conduct or am otherwise involved in research with human subjects, tissues from humans and/or patient records."

Next

Click the "Next" button after making your selection.

#### -RESEARCH FOCUS-

\* What is your research focus? Biomedical or social and behavioral sciences.

If your research involvement is with **both** Social and Behavioral Sciences and Biomedical Sciences, choose "The Biomedical Sciences."  
Choose all that apply

- The Social and Behavioral Sciences.
- The Biomedical Sciences

Scroll to the bottom of the page and select your primary research focus by clicking in the appropriate box.

Next

Start Over

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Click the "Next" button after making your selection.

## SELECT CURRICULUM- (Role in Research)

\* What is your role in biomedical research for the Department of the Navy?  
Choose one answer

- NO, this not applicable to me.
- Senior Navy and Command Leadership - Biomedical: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research (CNR) and Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-in-Charge (OICs) **Biomedical Focus.**
- Directors, Chairs and Managers - Biomedical: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, Division Directors and Program Officers. **Biomedical Focus**
- Investigators and Key Research Personnel - Biomedical: Investigators and Key Personnel: Principal investigator, associate investigators, co-investigators, sub-investigators, site investigators, medical monitors or other key personnel who are responsible for designing and conducting human subjects research. **Biomedical Research Focus**
- Scientific Review Personnel - Biomedical: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of committees, panels, or individuals that provide a scientific review. **Biomedical Research Focus.**
- IRB Chairs, Vice Chairs and Members - Biomedical: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Biomedical Focus**
- DON HRPP and IRB Staff - Biomedical: HRPP Staff & IRB staff. Staff that support the institution's HRPP and IRB, including legal counsel directly supporting the HRPP and the IRB. **Biomedical Research Focus.**
- Research Coordinators and Administrators - Biomedical: Research Coordinators, Study Coordinators, Clinical Coordinators and staff that serve as research coordinators or research administrators. **Biomedical Research Focus.**
- Research Support Personnel - Biomedical: Research Support Personnel: Those who conduct clinical or research procedures; provide support to review committees; are responsible for access and release of private identifiable information, e.g., records personnel, information system personnel, individuals conducting procedures (laboratory, pharmacy, and radiology); legal counsel; grants and contracts personnel; privacy officers. **Biomedical Research Focus**
- DON-Supported Extramural Performers - Biomedical: DON-Supported Extramural Performers - Biomedical Research Focus
- DON Human Research Protections Officials

Scroll to the bottom of the page and select “DON-Supported Extramural Performers.”

Click the “Next” button after making your selection.

## CURRICULUM- (CITI Good Clinical Practice)

\* Are you required to complete the CITI Good Clinical Practice course for the Department of the Navy?  
Choose one answer

- No, not at this time.
- Yes, Complete the CITI GCP Course for DoN in English
- El curso de Buenas Practicas Clínicas en Español.
- Curso Boas Práticas Clínicas - em Português.

Select “No, not at this time.”

Click the “Next” button after making your selection.

## -SELECT CURRICULUM- (RESPONSIBLE CONDUCT OF RESEARCH)

Select "No, not at this time."

*NOTE: If your Command requires that you complete the RCR course, you may choose "Yes, I need to take the Responsible Conduct of Research ..." at this time.*

\* Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?  
Choose one answer

- No, not at this time.
- Yes, I need to take Responsible Conduct of Research for Biomedical Investigators

Next Start Over

Click the "Next" button after making your selection.

## -MAIN MENU-

The screenshot shows the main menu of the CITI PROGRAM. At the top, there is a header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a navigation bar with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". The main content area is titled "Main Menu" and features a section for "Department of The Navy Courses". This section contains a table with the following data:

Course	Status	Completion Report	Survey
DON-Supported Extramural Performers I - Biomedical	Not Started	Not Earned	

Below the table is a section titled "My Learner Tools for Department of The Navy" with a list of links: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom of the page, there is a link that says "Click here to affiliate with another institution".

Click on the course name to begin.

*NOTE: You may see more than one course listed here depending on your choices on previous screens.*

## -GRADEBOOK-

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

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

Main Menu > Course DON-Supported Extramural Performers I - Biomedical

### DON-Supported Extramural Performers I - Biomedical - Basic Course

To pass this course you must:

- Complete all 17 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

**Complete The Integrity Assurance Statement before beginning the course**

Your Current Score  
**0%**

#### Required Modules

	Date Completed	Score
DoD Requirements for Human Subject Research (ID: 15654)	Incomplete	0/0 (0%)

To Begin:  
Click the link **“Complete the Integrity Assurance Statement.”**

*NOTE: The bottom portion of the screen shows your required learning modules. Your role in research will determine which modules you are required to complete. The number of modules varies from course to course.*

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

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

Main Menu > Assurance Statement

### Assurance Statement

CITI Program **Conditions of Use** include the following provisions. Please read them carefully.

**Only One Account:** I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners..

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution..

**Select the appropriate statement then click the Submit button:**

I AGREE to the above and the other **Conditions of Use** for accessing CITI Program materials.

I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use.

Select **“I AGREE”** and then click **“Submit”**.

- If you wish to log out of the CITI training site at any time, click the “Log Out” link at the top right-hand side of the computer screen. Once you log out you will need to return to the CITI main page (<http://www.citiprogram.org>) and type in your username and password to re-enter the site.
- If you log out before completing the course, the program will remember the last module completed. When you return, it will take you to the Gradebook and indicate by blue text where to restart.
- Once you complete the course, you will receive a Completion Report.
- In order to complete the CITI training and receive a Completion Report, you must pass the course with a score of 80% or better.

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