CITI ACCESS AND DIRECTIONS FOR EXTRAMURAL PERFORMERS – NEW USERS
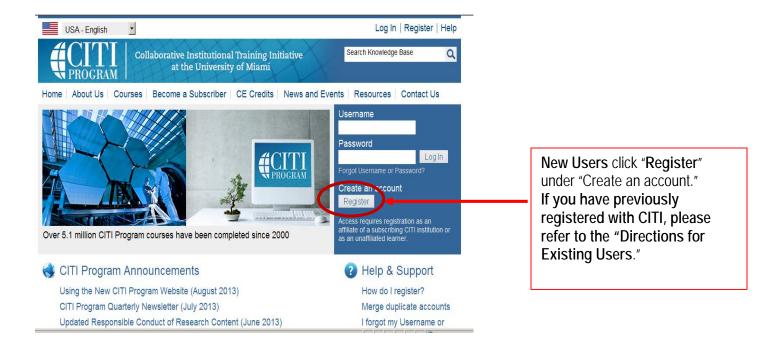
- **To access the CITI training program go to: http://www.citiprogram.org. The following directions will assist you as you work through the required screens.**
- **PLEASE NOTE: In order to receive a CITI Completion Report, you must receive an average score of 80% or better.**
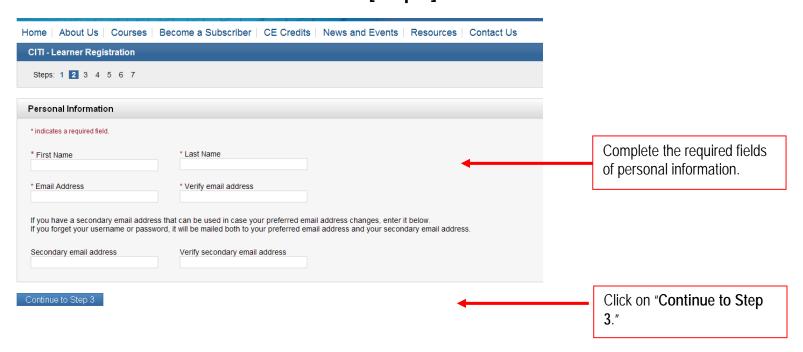
-CITI LOGIN AND REGISTRATION-

New Users click "Register" under "Create an account." If you have previously registered with CITI, please refer to the "Directions for Existing Users."

-CITI-LEARNER REGISTRATION-
[Step 1 - Select an Institution]

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

Continue to Step 2   Search Again

Select Your Organization Affliation:Type "**Department of the Navy**" in the search box.

Click on "**Continue to Step 2**" at the bottom left corner of the page.

-CITI-LEARNER REGISTRATION-
[Step 2]

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

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

Continue to Step 3

Complete the required fields of personal information.

Click on "**Continue to Step 3.**"

2

-CITI-LEARNER REGISTRATION-
[Step 3]

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

Select a username and password unique to you.

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

Select a security question and answer. Be sure to remember these for future reference.

* Security Answer

Continue to Step 4

Click on "**Continue to Step 4.**"

-CITI-LEARNER REGISTRATION-
[Step 4]

CITI - Learner Registration - DEMO

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity?
Why does CITI Program use these categories?
Why does CITI Program ask about your gender?

* 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

Complete the information as requested.

Click on "**Continue to Step 5.**"

4

-CITI-LEARNER REGISTRATION-
[Continuing Education Credits]

CITI - Learner Registration - DEMO

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?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.

Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

○ No

If you picked "YES", please check below the one type of credit you would like to earn

○ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
○ Nurses – ANCC CNE
○ Other Participants – Certificates of Participation
○ Psychologists – APA Credits
○ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

* 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]

> If you desire Continuing Education (CE) Units for CITI completion, you are responsible for the cost of the CEs. The Navy will **NOT** pay for CEs.

> Answer the question regarding CITI future contact for surveys.

> Click the "**Continue to Step 6.**"

-CITI-LEARNER REGISTRATION-
[Step 6]

CITI - Learner Registration

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

Please provide the following information requested by Department of The Navy

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

* 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

Select "**DON Extramural Performers**" from the drop-down menu.

Click the "**Continue to Step 7.**"

Continue to Step 7

6

-CITI-LEARNER REGISTRATION-
[Step 7]

* 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 courses in **Vietnamese**.

☐ I am wanting to take courses in **Khmer**.

☐ I am wanting to take the Financial Conflict of Interest course.

Next   Start Over

Conditions of Use   Copyright and Disclaimer   Privacy Notice   Site Accessibility   Site Index   Contact Us

Scroll to the bottom of the page and click on "**I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.**"

Click the "**Next**" button after making your selection.

-CITI-LEARNER REGISTRATION-
[Step 7 – Cont'd]

* 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

Next   Start Over

Conditions of Use   Copyright and Disclaimer   Privacy Notice   Site Accessibility   Site Index   Contact Us

Scroll to the bottom of the page and select your primary research focus by clicking in the appropriate box. *NOTE: If your research involvement is in **both** Social/Behavioral and Biomedical, chose "The Biomedical Sciences."*

Click the "**Next**" button after making your selection.

-CITI-LEARNER REGISTRATION-
[Step 7 – Cont'd]

* 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

[Next] [Start Over]

Scroll to the bottom of the page and select "**DON-Supported Extramural Performers**."

Click the "**Next**" button after making your selection.

Conditions of Use   Copyright and Disclaimer   Privacy Notice   Site Accessibility   Site Index   Contact Us

8

-CITI-LEARNER REGISTRATION-
[Step 7 – Cont'd]

* 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.

[Next] [Start Over]

Conditions of Use   Copyright and Disclaimer   Privacy Notice   Site Accessibility   Site Index   Contact Us

> Scroll to the bottom of the page and select "**No, not at this time.**"

> Click the "**Next**" button after making your selection.

-CITI-LEARNER REGISTRATION-
[Step 7 – Cont'd]

* 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]

> Scroll to the bottom of the page and select "**No, not at this time**"

> Click the "**Next**" button after making your selection.

-CITI-LEARNER REGISTRATION-
[Finalize Registration]

CITI PROGRAM
Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration

Your registration with **Department of The Navy** is complete.

Finalize registration

> Click on "**Finalize registration.**"

9

Your learner account registration is complete. You will now be able to access the Main Menu of your account.

-MAIN MENU-

Click on the course name to begin the learning modules.
Note that you may have more than one Course to complete in order to fulfill training

You may also add a course or update your learner group by clicking here.

-INTEGRITY ASSURANCE STATEMENT-

To Begin the Course:
Click the link "**Complete The Integrity Assurance Statement**" at the top of the screen.

NOTE: The bottom portion of the screen shows your required learning modules.

-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.

[Submit]

Select "**I AGREE**" and then click "**Submit.**"

-GRADE BOOK-
(Next required module)

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 › 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

Your Current Score

0%

Required Modules

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

You are now ready to begin the training. Click on the first module that will be in blue text.

NOTE: some modules are for reference only and will not have a quiz required. If there is a quiz associated with the module, you will see it listed under the "Take the Quiz" heading at the bottom of the screen.

Once in a module, to take the quiz associated with that module, click the "Take the quiz for…" link at the bottom of the page. After you have completed the quiz, the program will allow you to take the next module. You will not be allowed to take the modules out of order.

11

- **You may complete the course in multiple sessions. The program will remember where you stopped and will begin you at that point when you restart the program.**

- **If you need to logout of the CITI training site at any time, you can do so by clicking the "Logout" link at the top right-hand side of the computer screen. Once you logout, you will need to return to the CITI main page (http://www.citiprogram.org) and enter your username and password to re-enter the site.**

- **Once you complete the course, you will receive a Completion Report.**

- **In order to receive a Completion Report, you must pass the course with a score of 80% or better.**

Last updated May 2014