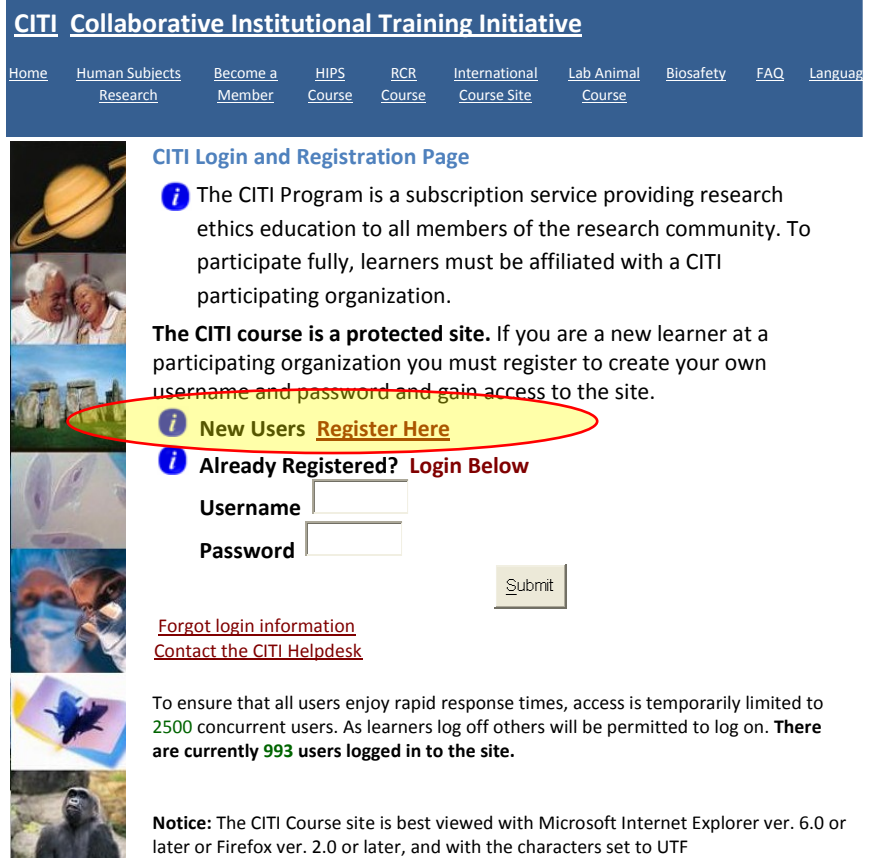


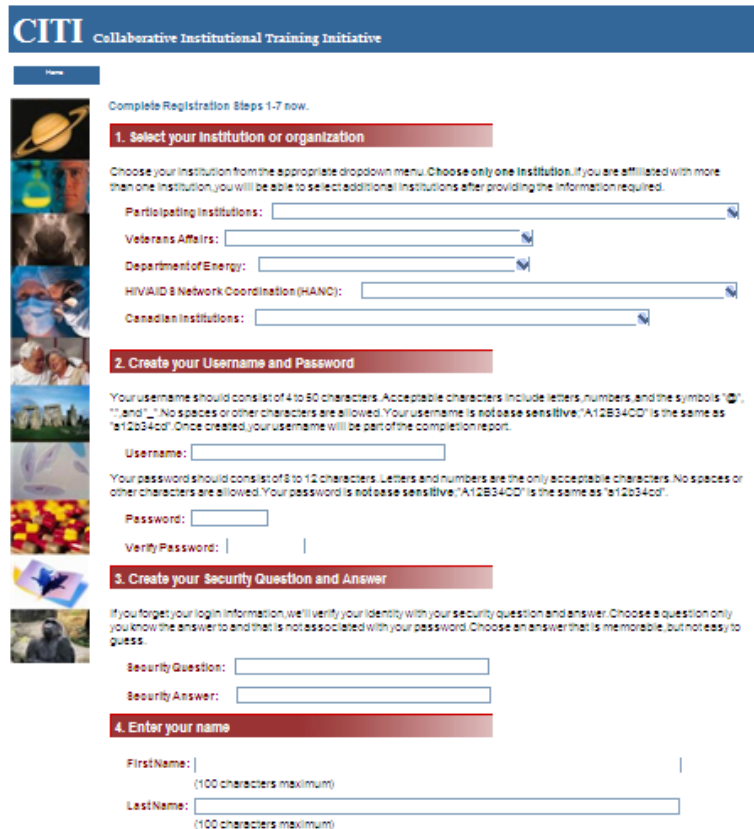
# CITI Registration Instructions

## Step 1

1. Go to [www.citiprogram.org](http://www.citiprogram.org)
2. Select **New Users** [Register Here](#)



The screenshot shows the top navigation bar of the CITI website with links for Home, Human Subjects Research, Become a Member, HIPS Course, RCR Course, International Course Site, Lab Animal Course, Biosafety, FAQ, and Language. Below the navigation bar is a vertical column of images: a planet Saturn, an elderly couple, Stonehenge, a microscope, a person in a lab coat, a blue butterfly, and a gorilla. To the right of the images is the 'CITI Login and Registration Page' header. Below this header is an information icon followed by text: 'The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.' This is followed by the text: 'The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.' Below this is another information icon followed by two links: 'New Users Register Here' (highlighted with a red oval) and 'Already Registered? Login Below'. Under the second link are input fields for 'Username' and 'Password', and a 'Submit' button. Below the form are links for 'Forgot login information' and 'Contact the CITI Helpdesk'. At the bottom of the page, there is a notice: 'To ensure that all users enjoy rapid response times, access is temporarily limited to 2500 concurrent users. As learners log off others will be permitted to log on. There are currently 993 users logged in to the site.' A final notice at the bottom states: 'Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF'.



The screenshot shows the registration form on the CITI website. The header includes the CITI logo and the text 'Collaborative Institutional Training Initiative'. Below the header is a navigation bar with a 'Home' link. The main content area is titled 'Complete Registration Steps 1-7 now.' and contains four numbered steps: 1. Select your institution or organization, 2. Create your Username and Password, 3. Create your Security Question and Answer, and 4. Enter your name. Step 1 includes a dropdown menu for 'Participating Institutions' and several other dropdown menus for 'Veterans Affairs', 'Department of Energy', 'HIV/AIDS Network Coordination (HANC)', and 'Canadian Institutions'. Step 2 includes input fields for 'Username' and 'Password', and a 'Verify Password' field. Step 3 includes input fields for 'Security Question' and 'Security Answer'. Step 4 includes input fields for 'First Name' and 'Last Name', both with a '(100 characters maximum)' label below them.

## Step 2

1. Select **Florida Gulf Coast University** as your participating institution
2. Complete the questions 1 – 7 on the page
3. Press **Submit** at bottom of page

## Step 3

1. Complete items with asterisks (yellow arrows)

2. Press **Submit** at bottom of page

**CITI** Collaborative Institutional Training Initiative

Home

Please provide the following information requested by Florida Gulf Coast University. Required fields are marked with an asterisk (\*).

Member Information	
Language Preference:	English <input type="button" value="v"/>
* Institutional email address:	<input type="text"/>
Gender:	<input type="button" value="v"/>
Highest degree:	<input type="button" value="v"/>
Employee Number:	<input type="text"/>
* Department:	<input type="text"/>
* Role in research:	<input type="button" value="v"/>
Address Field 1:	<input type="text"/>
Address Field 2:	<input type="text"/>
Address Field 3:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>

### Select Curriculum - Florida Gulf Coast University

[Review the Florida Gulf Coast University Instructions page.](#)

#### 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.

Choose one answer

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Institutional Officials:** No direct contact with human subjects.
- Biomedical AND Social and Behavioral Research Groups** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical, Social and Behavioral research with human subjects.

#### Question 2 If you want to take Good Clinical Practice (GCP) please make your selection below.

Choose all that apply

- Good Clinical Practice (GCP)

#### Question 3 Health Information Privacy & Security (HIPS) Course Enrollment

## Step 4

1. Select the course/courses of interest

2. Press **Continue** at bottom of page

## Step 5

This screen allows you to register with another institution.

1. Press **No** at bottom of page

**CITI** Collaborative Institutional Training Initiative

Home

### Select your institution or organization

You have registered with the following institution(s):

- ▶ Florida Gulf Coast University

**At this point you can register with another institution. This could be very useful if:**

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

**Yes** **No**

**Congratulations! You are registered and ready to begin your course. The next section will walk you through starting your course.**

xxxxxx (Member ID: 1899213)

## CITI Collaborative Institutional Training Initiative

Resources [Main Menu](#) | [Select Language](#) | [Logout](#)

### Main Menu

- This is the email address we have for you: xxxxxxxxxxxxxx. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

### Florida Gulf Coast University

[View Florida Gulf Coast University instructions page](#)

You have enrolled for the following courses:

<a href="#">My Courses</a>	<a href="#">Status</a>	<a href="#">Completion Reports</a>	<a href="#">CME/CEU Credits</a>	<a href="#">Voluntary Satisfaction Survey</a>
Biomedical Research - Basic/Refresher, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available

[Add a course or update your learner groups for Florida Gulf Coast University](#)

#### Florida Gulf Coast University Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information for Florida Gulf Coast University](#)
- [See a list of all modules that you have completed \(goes back to approximately May 2005\)](#)
- [Click here to see your previously completed coursework for Florida Gulf Coast University](#)
- [Remove my affiliation from Florida Gulf Coast University](#)

[Home](#) | [CME/CEU](#) | [Copyright and Disclaimer](#) | [About Us](#) | [Acknowledgements](#) | [Contact Us](#) | [Accessibility](#)

The **Main Menu** is CITI's 'home base'. The course(s) selected in step 4 will be listed under *My Courses*.

To begin your course, select **Not Started – Enter** under the *Status* column. This will take you to the gradebook.

If you selected the wrong course in step 4, you can change the course by selecting **Add a course or update your learner group**.

**CR# 4948717: Biomedical Research - Basic/Refresher Gradebook**

To pass this course you must complete all required modules with a combined score of 80. Your current score is 0.

Required Modules	Date Complete	Score
Complete <a href="#">The Integrity Assurance Statement</a> before beginning the course.		
Belmont Report and CITI Course Introduction	Incomplete	
History and Ethical Principles	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Informed Consent	Incomplete	
Social and Behavioral Research for Biomedical Researchers	Incomplete	
Records-Based Research	Incomplete	
Genetic Research in Human Populations	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Vulnerable Subjects - Research with Prisoners	Incomplete	
Vulnerable Subjects - Research Involving Minors	Incomplete	
Vulnerable Subjects - Research Involving Pregnant Women and Fetuses in Utero	Incomplete	
International Research	Incomplete	
Group Harms: Research With Culturally or Medically Vulnerable Groups	Incomplete	
FDA-Regulated Research	Incomplete	
HIPAA and Human Subjects Research	Incomplete	
Workers as Research Subjects-A Vulnerable Population	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Incomplete	
Florida Gulf Coast University	Incomplete	
<b>Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)</b>		
<a href="#">The IRB Member Module - "What Every New IRB Member Needs to Know"</a>	Incomplete	
<a href="#">You want to be an IRB Community Member. Now what?</a>	Incomplete	

The **Gradebook** summarizes your progress completing the course modules. The graphic is a representation of the gradebook for the Biomedical Research basic/ refresher course.

Each course gradebook may have a slightly different appearance.

To begin the course, **select [The Integrity Assurance Statement](#)**. The Integrity Assurance Statement is read and completed every time you enter the course. You will return to the gradebook after completing the Integrity Assurance Statement.

**CR# 4948717: Biomedical Research - Basic/Refresher Gradebook**

To pass this course you must complete all required modules with a combined score of 80. Your current score is 0.

[Take the next required module.](#) *Belmont Report and CITI Course Introduction.*

Required Modules	Date Complete	Score
▶ <a href="#">Belmont Report and CITI Course Introduction</a> ←	Incomplete	
History and Ethical Principles	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Informed Consent	Incomplete	
Social and Behavioral Research for Biomedical Researchers	Incomplete	
Records-Based Research	Incomplete	
Genetic Research in Human Populations	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
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<b>Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)</b>		
<a href="#">The IRB Member Module - "What Every New IRB Member Needs to Know"</a>	Incomplete	
<a href="#">You want to be an IRB Community Member. Now what?</a>	Incomplete	

### Selecting and Completing a Course Module

Required modules need to be completed first, and in the order listed. The optional and elective modules, if offered, can be selected at your preference.

You are able to enter the program numerous times to complete a course.

To select a module, **click on the module title**. At the end of a module you typically have three choices:

1. Take the quiz (not every module has a quiz)
2. Go to the gradebook to select a new module
3. Go to the main menu

## Module Quizzes

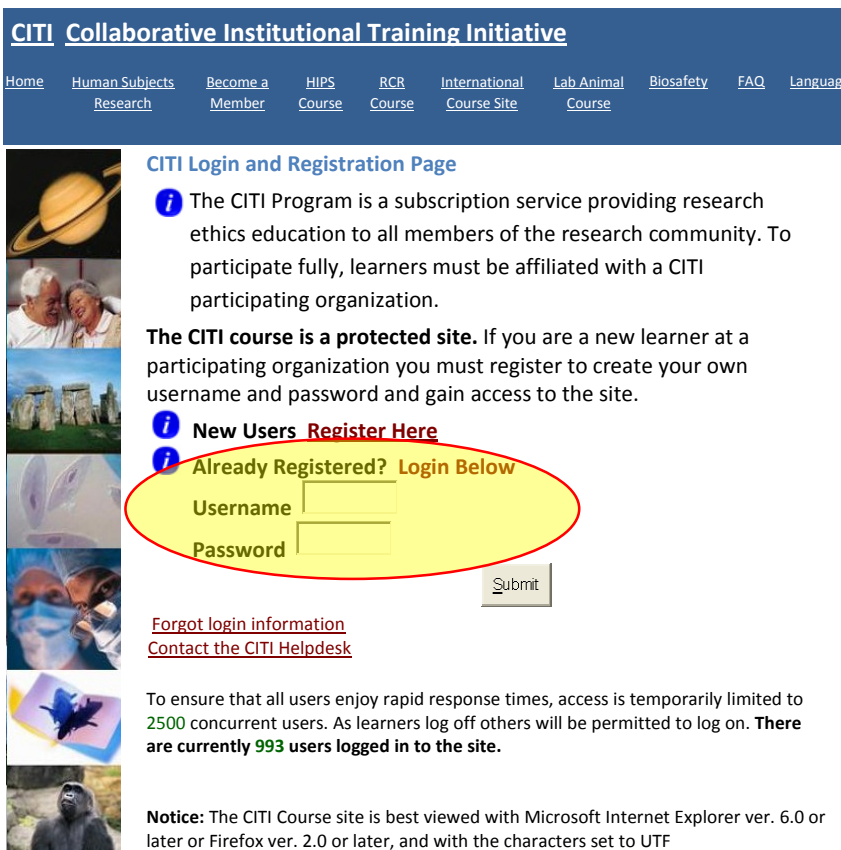
The module quizzes contain between 2 and 10 multiple choice and/or true/false questions. A score of 80% is needed to pass the course. Scores are calculated by combining your quiz scores. You can re-take the quiz to attain a passing score of 80%. However, you cannot retake a module quiz to increase your score above 80%.

After completing the quiz, a screen explaining all of the answers appears. Note that the questions may change when re-taking the exam for a module.

## Ending a Session

When your session is finished, select **Logoff** at top of screen.

## Re-entering CITI



The screenshot shows the CITI website header with navigation links: Home, Human Subjects Research, Become a Member, HIPS Course, RCR Course, International Course Site, Lab Animal Course, Biosafety, FAQ, and Language. The main content area is titled "CITI Login and Registration Page". It contains an information icon and text: "The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization." Below this is a notice: "The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site." There are two main sections: "New Users Register Here" and "Already Registered? Login Below". The login section includes fields for "Username" and "Password", and a "Submit" button. Below the login fields are links for "Forgot login information" and "Contact the CITI Helpdesk". At the bottom, there is a notice about concurrent users: "To ensure that all users enjoy rapid response times, access is temporarily limited to 2500 concurrent users. As learners log off others will be permitted to log on. There are currently 993 users logged in to the site." A final notice at the bottom states: "Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF".

1. Go to **www.citiprogram.org**
2. **Enter your username and password.** You will be directed to CITI's Main menu.