

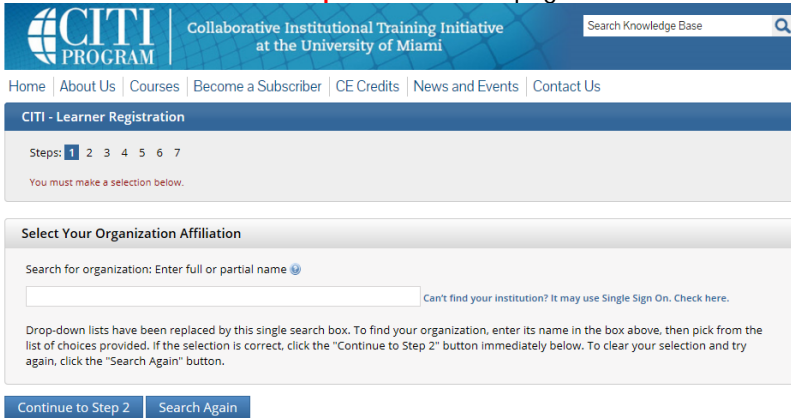
CITI Registration Instructions

Go to [Citi Program](#)
Select **REGISTER**



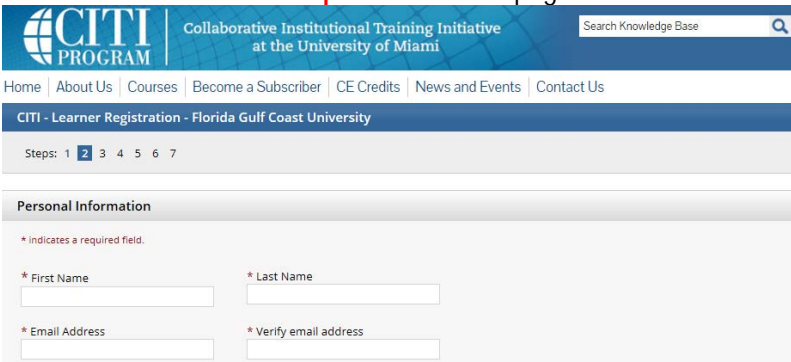
Step 1

1. Enter **Florida Gulf Coast University** as your participating institution
2. Press **Continue to Step 2** at bottom of page



Step 2

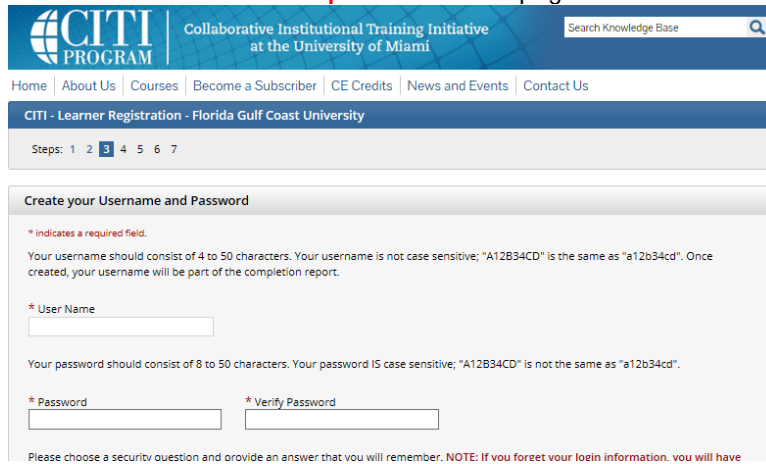
1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 3** at bottom of page



CITI Registration Instructions

Step 3

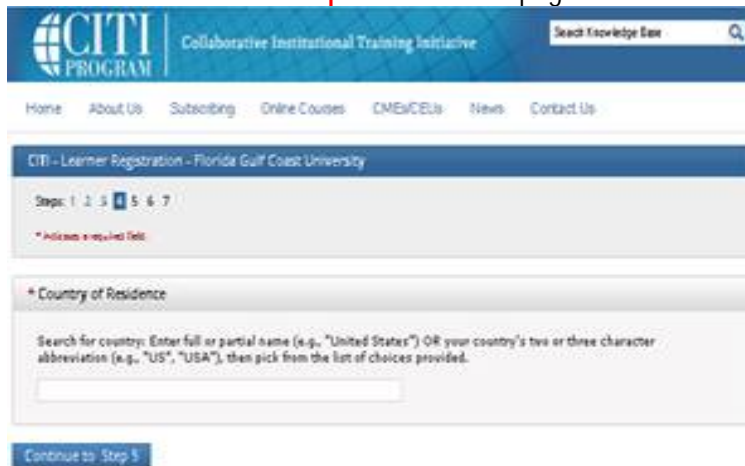
1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 4** at bottom of page



The screenshot shows the CITI PROGRAM header with the University of Miami logo and a search bar. Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The main content area is titled "CITI - Learner Registration - Florida Gulf Coast University" and shows a progress bar with steps 1 through 7, where step 3 is highlighted. The form section is titled "Create your Username and Password" and includes instructions: "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." There are input fields for "User Name", "Password", and "Verify Password". A note at the bottom states: "Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have".

Step 4

1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 5** at bottom of page

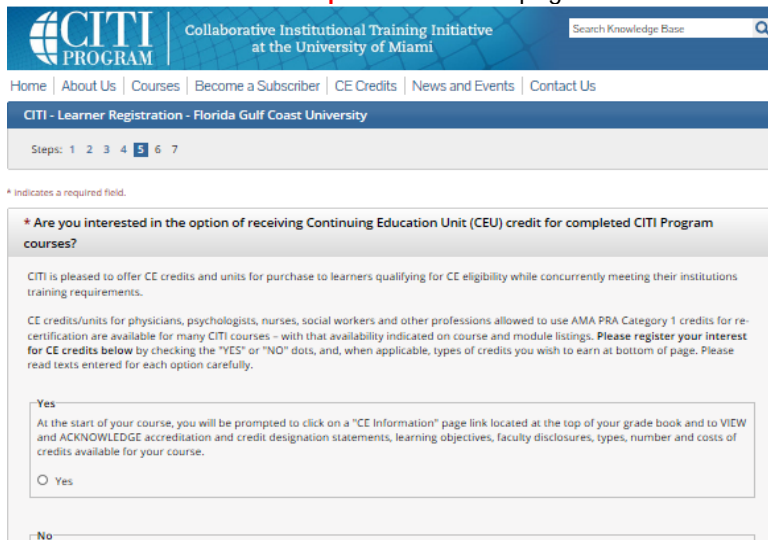


The screenshot shows the CITI PROGRAM header and navigation menu. The main content area is titled "CITI - Learner Registration - Florida Gulf Coast University" and shows a progress bar with steps 1 through 7, where step 4 is highlighted. The form section is titled "* Country of Residence" and includes instructions: "Search for country: Enter full or partial name (e.g., 'United States') OR your country's two or three character abbreviation (e.g., 'US', 'USA'), then pick from the list of choices provided." There is an input field for the country name. At the bottom of the form is a blue button labeled "Continue to Step 5".

CITI Registration Instructions

Step 5

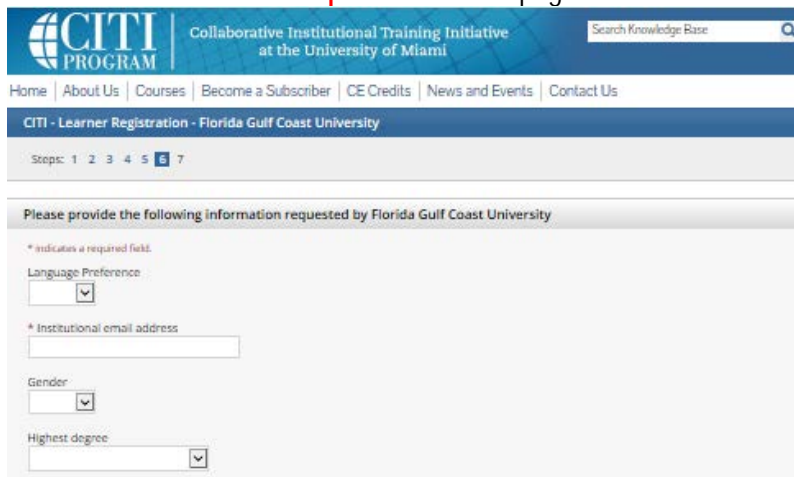
1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 6** at bottom of page



The screenshot shows the CITI Program registration page for Florida Gulf Coast University. The header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar for the Knowledge Base is located in the top right. The navigation menu includes Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The page title is "CITI - Learner Registration - Florida Gulf Coast University". A progress bar shows steps 1 through 7, with step 5 highlighted. Below the progress bar, a note states "* Indicates a required field." The main question is: "* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?". The text explains that CITI offers CE credits and units for learners qualifying for CE eligibility while meeting their institutions' training requirements. It also notes that CE credits/units are available for many CITI courses, with availability indicated on course and module listings. Learners are instructed to register their interest for CE credits by checking the "YES" or "NO" dots and, when applicable, types of credits they wish to earn at the bottom of the page. The "Yes" option is selected, and the text below it states: "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." The "No" option is also visible but not selected.

Step 6

1. Complete items with asterisks
2. Press **Continue to Step 7** at bottom of page



The screenshot shows the CITI Program registration page for Florida Gulf Coast University, Step 6. The header and navigation menu are identical to Step 5. The page title is "CITI - Learner Registration - Florida Gulf Coast University". A progress bar shows steps 1 through 7, with step 6 highlighted. Below the progress bar, a note states "* Indicates a required field." The main heading is "Please provide the following information requested by Florida Gulf Coast University". The form contains the following fields: "Language Preference" (a dropdown menu), "* Institutional email address" (a text input field), "Gender" (a dropdown menu), and "Highest degree" (a dropdown menu).

Step 7

1. Select **the area(s) of interest**
2. Answer the resulting questions for each course*

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* **Note:** On the screen following the selection of the human subjects research course, select, “No, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past.” if you are completing the CITI course for the first time.



The screenshot shows the top navigation bar of the CITI Program website. On the left is the CITI PROGRAM logo. To its right is the text "Collaborative Institutional Training Initiative at the University of Miami". Further right is a search box labeled "Search Knowledge Base" with a "Search" button. Below this is a horizontal menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. Below the menu is a dark blue bar with the text "CITI - Learner Registration". At the bottom of this bar is a progress indicator showing steps 1 through 7, with step 7 highlighted in red.

* indicates a required field.

* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

Choose all that apply

- Human Subjects Research
- Good Clinical Practice (GCP)
- Health Information Privacy & Security (HIPS)
- Biosafety Course
- US Export Control
- Responsible Conduct of Research (RCR)
- Conflicts of Interest (FCOI)
- Animal Research

Step 8

This screen finalizes your registration.

Press **Finalize Registration**



The screenshot shows the same website header and navigation menu as in the previous screenshot. Below the navigation menu is a dark blue bar with the text "CITI - Learner Registration". Below this bar is a light gray box containing the text: "Your registration with Florida Gulf Coast University is complete." and a button labeled "Finalize registration".

CITI Registration Instructions

Beginning a Course

The Main Menu is CITI's 'home base'.

Click [Florida Gulf Coast University Courses](#)

The screenshot shows the CITI Program Main Menu. At the top, there is a search bar labeled "Search Knowledge Base". Below the search bar is a navigation menu with links: "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". A green checkmark icon is followed by the text "Your request has been successfully submitted." Below this, there are two blue buttons: "Florida Gulf Coast University Courses" and "Click here to affiliate with another institution".

To begin the course, [select the course under](#) the *Course* column.

If you selected the wrong course in step 7, or to add a course, select

[Add a course or update your learner group](#)

The screenshot shows the CITI Program Main Menu with a success message and a table of courses. The success message is "Your request has been successfully submitted." Below it, there is a blue button labeled "Florida Gulf Coast University Courses". A table is displayed with the following columns: "Course", "Status", "Completion Report", and "Survey".

Course	Status	Completion Report	Survey
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators	Not Started	Not Earned	
Conflicts of Interest	Not Passed	Not Earned	

Below the table, there is a section titled "My Learner Tools for Florida Gulf Coast University" with a list of links:

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

CITI Registration Instructions

The **Main Menu** summarizes your progress completing a course. The graphic is a representation of the Main Menu for the *CITI Health Information Privacy and Security (HIPS) for Clinical Investigators* course.

Every time you begin/re-enter a course, you must click **Complete The Integrity Assurance Statement before beginning the course**. You will return to the Main Menu after completing the Statement.

The screenshot shows the CITI PROGRAM interface. At the top, there is a navigation bar with links for Main Menu, My Profiles, CE Credit Status, My Reports, and Support. Below this, the course title is displayed: CITI Health Information Privacy and Security (HIPS) for Clinical Investigators - HIPS. A progress summary indicates that to pass the course, one must complete all 11 required modules and achieve an average score of 80% on all quizzes. The current score is shown as 0%. A button labeled 'Complete The Integrity Assurance Statement before beginning the course' is visible. Below the summary is a table of required modules.

Required Modules	Date Completed	Score
Plagiarism (ID: 15156)	Incomplete	0/0 (0%)
About the Course (ID: 1416)	Incomplete	0/0 (0%)
Basics of Health Privacy (ID: 1417)	Incomplete	0/0 (0%)

Completing a Course Module

- Required modules need to be completed first, 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.
- At the end of a module you have two choices:
 - Take the quiz (not every module has a quiz)
 - Return to the module list for this course (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.

Ending a Session

CITI Registration Instructions

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

Re-entering CITI

1. Go to [Citi Program](#)
2. **Enter your username and password.** You will be directed to CITI's Main menu.