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

Step 3

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

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

Step 5

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

Step 6

1. Complete items with asterisks
2. Press Continue to Step 7 at bottom of page
Step 7 (course selection)

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

*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.

Step 8
This screen finalizes your registration.
Press **Finalize Registration**

Beginning a Course

The **Main Menu** is CITI’s ‘home base’.

Click **Florida Gulf Coast University Courses**

To begin the course, **select the course under** the Course column. (The (HIPS) course here is an example, ask your professor, PI, or supervisor which course you are to sign up for.)

If you selected the wrong course in step 7, or to add a course, **select Add a course or update your learner group**
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.

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:
  o Take the quiz (not every module has a quiz)
  o 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%.

After completing the quiz, a screen explaining all of the answers appears.

Ending a Session
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.

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