

## CITI ACCESS AND DIRECTIONS FOR EXTRAMURAL PERFORMERS

- 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 pass all module quizzes with a score of 80% or better.

### -CITI LOGIN AND REGISTRATION-

**CITI** Collaborative Institutional Training Initiative

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**Welcome**

**CITI Login and Registration Page**

**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.

**New Users Register Here**

**Already Registered? Login Below**

Username

Password

[Forgot username or password?](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to 1500 concurrent users. As learners log off others will be permitted to log on. **There are currently 406 users logged in to the site.**

**Notice:** The CITI Course site is best viewed with Microsoft Internet Explorer ver. 5.0 or later or Firefox ver. 1.5 or later.

If you have an existing CITI username and password, login where indicated.

Otherwise, click "New Users Register Here".

# -SELECT YOUR INSTITUTION OR ORGANIZATION-

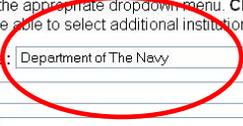
**CITI Course Registration**

Home

Complete Registration Steps 1-4 now.

### 1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institution:   

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

### 2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "-". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Username:

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

### 3. Enter your name

First Name:  (100 characters maximum) 

Last Name:  (100 characters maximum)

### 4. Enter your email address

Enter your preferred email address.

Preferred Email:  (100 characters maximum) 

Verify Preferred Email:  (100 characters maximum)

If you have a second 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:  (100 characters maximum) 

Verify Secondary Email:  (100 characters maximum)

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Select "Department of the Navy" from drop-down menu

Choose a username and password unique to you. Be sure to remember this for future reference and information

Enter your first and last name

Enter your preferred email address. Entering a Secondary Email is optional.

Click the "Submit" button after entering the required information

## -LEARNER INFORMATION-

**CITI Course Registration**

Home

Please provide the following information requested by Department of The Navy. Required fields are marked with an asterisk (\*).

\* Gender:

\* YOUR COMMAND:  
You must enter your Command from the list:

Employee Number:

\* Department:

\* Highest degree:

\* 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:

\* May we re-contact you to complete a course survey?  
CITI conducts new research surveys every 6-8 months to determine how learners use the course site and whether the Federal educational mandate is producing the intended result. We would like you to help us in the program evaluation.  
Enter YES if we may contact you sometime in the future to request your participation in a survey study. Enter NO if you do not want to participate in a future study.

"YOUR COMMAND":  
As an extramural performer, select 'DON Extramural Performer'.

"Department":  
As an extramural performer, type 'Extramural Performer'.

"What is your role in research":  
If you have more than one role, select the role that has the most comprehensive knowledge requirements (for example, if you are a both a Principal Investigator and an IRB member, choose 'IRB Member').

Click the "Submit" button after entering the required information

## -TYPE OF RESEARCH-

**CITI Collaborative Institutional Training Initiative**

Resources [Main Menu](#) | [Select La](#)

**Select Curriculum - Department of The Navy**

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**.

Select the appropriate response(s) to the questions. NOTE: if you select "research with laboratory animals" you will be presented with additional screens not described in these directions.

Click the "Next" button after making your selection

## -RESEARCH FOCUS-

The screenshot shows the CITI Collaborative Institutional Training Initiative interface. At the top, it says "CITI Collaborative Institutional Training Initiative" and "Resources". Below that, a red bar indicates "Select Curriculum - Department of The Navy". The main question is "What is your research focus? Biomedical or social and behavioral sciences". Underneath, it says "Choose all that apply" and lists three options: "The Social and Behavioral Sciences", "The Biomedical Sciences", and "Training Rural Area". At the bottom, there are "Next" and "Start Over" buttons. A red box highlights the "Next" button. A red arrow points from a text box on the right to the "The Biomedical Sciences" checkbox. Another red arrow points from a text box at the bottom to the "Next" button.

Select your primary research focus.

NOTE: If your research involvement is with **both** Social/Behavioral and Biomedical, choose "The Biomedical Sciences."

Click the "Next" button after making your selection

## -INITIAL OR REFRESHER TRAINING-

The screenshot shows the CITI Collaborative Institutional Training Initiative interface. At the top, it says "CITI Collaborative Institutional Training Initiative" and "Resources". Below that, a red bar indicates "Select Curriculum - Department of The Navy". The main question is "Are you taking the 'Initial' or 'Refresher' training for Social and Behavioral Sciences?". Underneath, it says "Choose one answer" and lists two options: "Initial" and "Refresher". At the bottom, there are "Next" and "Start Over" buttons. A red box highlights the "Next" button. A red arrow points from a text box on the right to the "Initial" radio button. Another red arrow points from a text box at the bottom to the "Next" button.

If you are taking the Extramural Performer Course for the first time, select "Initial." If you need to update your existing CITI training, select "Refresher."

Click the "Next" button after making your selection

## -ROLE IN RESEARCH-

The screenshot shows the CITI Collaborative Institutional Training Initiative interface. At the top, it says "CITI Collaborative Institutional Training Initiative" and "Resources". Below that, a red bar indicates "Select Curriculum - Department of The Navy". The main question is "What is your role in social and behavioral research for the Department of the Navy?". Underneath, it says "Choose one answer" and lists several options. The first option is "No, This is not applicable to me." The second option is "Senior Navy and Command Leadership - SBR: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Res Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-**Social and Behavioral Research Focus.**" The third option is "Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Departm Division Directors and Program Officers. **Social & Behavioral Research Focus**" The fourth option is "Investigators and Key Research Personnel - SBR: 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. **Social and Behavioral Research Focus**" The fifth option is "Scientific Review Personnel - SBR: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of committees, panels, or individuals that provide a scientific review. **Social and Behavioral Research Focus.**" The sixth option is "IRB Chairs, Vice Chairs and Members - SBR: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Social & Behavioral Research Focus**" The seventh option is "DON HRPP and IRB Staff - SBR: HRPP Staff & IRB staff: Staff that support the institution's HRPP and IRB, including legal counsel directly supporting the HRPP and the IRB. **Social and Behavioral Research Focus.**" The eighth option is "Research Coordinators and Administrators - SBR: Research Coordinators, Study Coordinators, Clinical Coordinators and staff that serve as research coordinators or research administrators. **Social and Behavioral Research Focus.**" The ninth option is "Research Support Personnel - SBR: 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. **Social and Behavioral Research Focus**" The tenth option is "DON-Supported Extramural Performers: DON-Supported Extramural Performers - Social and Behavioral Research" The eleventh option is "DON Human Research Protections Officials". At the bottom, there are "Next" and "Start Over" buttons. A red box highlights the "Next" button. A red arrow points from a text box on the right to the "DON-Supported Extramural Performers" radio button. Another red arrow points from a text box at the bottom to the "Next" button.

Select "DON-Supported Extramural Performers."

Click the "Next" button after making your selection

## -CITI GOOD CLINICAL PRACTICE-

**CITI** Collaborative Institutional Training Initiative

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**Select Curriculum - Department of The Navy**

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 Clinicas en Español.
- Curso Boas Práticas Clínicas - em Português.

**Next** | Start Over

Choose "No, not at this time"

Click the "Next" button after making your selection

## -RESPONSIBLE CONDUCT OF RESEARCH- (Biomedical focus)

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**Select Curriculum - Department of The Navy**

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

Choose "No, not at this time."

Click the "Next" button after making your selection

## -REVIEW IRB RESOURCE MATERIALS-

**CITI** Collaborative Institutional Training Initiative

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**Select Curriculum - Department of The Navy**

Do you want to review the IRB Reference Resource materials.

Choose one answer

- YES
- NO - Perhaps some other time.

**Next** | Start Over

Click the "Next" button after making your selection

We recommend that you select "No, perhaps some other time" to avoid being presented with additional optional modules.

## -MAIN MENU-

**CITI** Collaborative Institutional Training Initiative

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### Main Menu

- This is the email address we have for you: 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](#)

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### Department of The Navy View Department of The Navy instructions page

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
DON-supported Extramural Performers, Stage 1	Not Started - <b>Enter</b>	Not Earned	N/A	Not Available

**Add a course or update your learner groups for Department of The Navy**

#### Department of The Navy Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information](#) for Department of The Navy
- [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 Department of The Navy
- [Remove my affiliation](#) from Department of The Navy

Click "Enter" to begin the learning modules.

## -HUMAN RESEARCH GRADEBOOK-

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### CR# 5919776: DON-supported Extramural Performers 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 Completed
Complete <b>The Integrity Assurance Statement</b> before beginning the course.	
Belmont Report and CITI Course Introduction	Incomplete
History and Ethical Principles	Incomplete
Defining Research with Human Subjects - SBR	Incomplete
Informed Consent	Incomplete
Privacy and Confidentiality - SBR	Incomplete
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete
Workers as Research Subjects-A Vulnerable Population	Incomplete
Department of the Navy Introduction	Incomplete
Department of The Navy - Information and References	Incomplete

Click the link to complete "The Integrity Assurance Statement". Once you complete the required modules, you will be given the opportunity to print a Completion Report.

Some modules are for reference only and will not have a quiz required; however you do need to scroll to the bottom of the page and click the link to be taken to the next module.

If you need to logout of the CITI training site at any time, you can do so by clicking the "Logoff" link at the top right-hand side of the computer screen. Once you logoff 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.