

CITI ACCESS AND DIRECTIONS FOR EXTRAMURAL PERFORMERS – EXISTING 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.

-CITI LOGIN AND REGISTRATION-

The screenshot shows the CITI Program website's login and registration interface. At the top, there is a language selector set to 'USA - English' and links for 'Log In', 'Register', and 'Help'. Below this is the CITI Program logo and a search bar for the 'Knowledge Base'. A navigation menu includes 'Home', 'About Us', 'Courses', 'Become a Subscriber', 'CE Credits', 'News and Events', 'Resources', and 'Contact Us'. The main content area features a large image of a satellite dish and a computer monitor displaying the CITI logo. To the right of the image is a login form with fields for 'Username' and 'Password', a 'Log In' button, and a link for 'Forgot Username or Password?'. Below the login form is a 'Create an account' section with a 'Register' button. A note states: 'Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.' Below the main content, there are sections for 'CITI Program Announcements' and 'Help & Support'.

If you have previously registered with CITI, log in using your existing Username and Password.

If you have forgotten your Username and/or password, click on "Forgot Username or Password." You will need to know the email address you previously used. If you do not remember the email you used, or if the email you used is no longer valid, please contact DON HRPP at human.research@med.navy.mil.

As an existing CITI user, you will need to update your Learner Group, as illustrated in the next screen shot.

-UPDATE LEARNER GROUPS-

The screenshot shows the 'My Learner Tools' section of the CITI Program website. The top navigation bar includes 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', 'Support', and 'Admin'. Below this is a 'Main Menu' section with expandable categories: 'DEMO Courses', 'Department of The Navy Courses', 'IRB Training Courses', and 'Affiliate as an Independent Learner'. The 'Department of The Navy Courses' section is expanded, showing a table with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. A row is visible for 'Senior Navy and Command Leadership - SBR' with a status of 'Passed 07/17/2013' and a 'Print Report' link. Below the table is a 'My Learner Tools for Department of The Navy' section with a list of links: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. The 'Add a Course or Update Learner Groups' link is circled in red. Below this is another section with links: 'Click here to affiliate with another institution' (circled in red) and 'Affiliate as an Independent Learner'.

If you are already "affiliated" with the Department of the Navy, click "Add a Course or Update Learner Groups."

If you have taken courses in CITI through your own organization, you can change your affiliation to the Department of the Navy to complete the required courses.

-TYPE OF RESEARCH-

* 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.

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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.

-RESEARCH FOCUS-

* 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

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Scroll to the bottom of the page and select your primary research focus by clicking in the appropriate box.

Click the "Next" button after making your selection.

-SELECT CURRICULUM- (Role in Research)

* 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

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

Click the "Next" button after making your selection.

CURRICULUM- (CITI Good Clinical Practice)

* 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.

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

Click the "Next" button after making your selection.

-SELECT CURRICULUM- (RESPONSIBLE CONDUCT OF RESEARCH)

* 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

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

NOTE: If your Command requires that you complete the RCR course, you may choose "Yes, I need to take the Responsible Conduct of Research ..." at this time.

Click the "Next" button after making your selection.

-MAIN MENU-

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#)

Main Menu

Department of The Navy Courses

Course	Status	Completion Report	Survey
DON-Supported Extramural Performers I - Biomedical	Not Started	Not Earning	

My Learner Tools for Department of The Navy

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

[Click here to affiliate with another institution](#)

Click on the course name to begin.

NOTE: You may see more than one course listed here depending on your choices on previous screens.

-GRADEBOOK-

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

Your Current Score
0%

You have unfinished modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

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

To Begin:
Click the link "Complete the Integrity Assurance Statement."

NOTE: The bottom portion of the screen shows your required learning modules. Your role in research will determine which modules you are required to complete. The number of modules varies from course to course.

-ASSURANCE STATEMENT-

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base Search

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > 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".

-GRADEBOOK- (Next required module)

You are now ready to begin the training. Click on the **blue text** to enter the module.

NOTE: The modules you are required to complete may not match those listed in this example.

-CITI INTRODUCTION-

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.

To take the quiz associated with the module, click the "Take the quiz for..." link at the bottom of the page. After completing the quiz, the program will allow you to take the next module of your course.

- If you wish to log out of the CITI training site at any time, click the “Log Out” link at the top right-hand side of the computer screen. Once you log out 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.
- If you log out before completing the course, the program will remember the last module completed. When you return, it will take you to the Gradebook and indicate by blue text where to restart.
- Once you complete the course, you will receive a Completion Report.
- In order to complete the CITI training and receive a Completion Report, you must pass the course with a score of 80% or better.

Last update: 23 May 2014