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-

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 If you do not remember the email you used, or if the email you used is no longer valid, please contact DON HRPP at human.research@med.navy.mil.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-

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.
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.

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), 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 investigator, 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 - Biomedical:

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 Clinicas en Español
- Curso Boas Práticas Clinicas - em Portugues.

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)

Click on the course name to begin.

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

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.
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.

Select “I AGREE” and then click “Submit”.

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. Violations of inappropriate use will be investigated and the results reported to my institution.
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.

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.